

CITY OF UTICA, NEW YORK  
DEPARTMENT OF URBAN & ECONOMIC DEVELOPMENT



**HOME INVESTMENT PARTNERSHIPS PROGRAM  
AMERICAN RESCUE PLAN**

# **HOME-ARP ALLOCATION PLAN**

**FINAL SUBMISSION**

# **CITY COUNCIL**

**ROBERT M. PALMIERI**

MAYOR

**BRIAN THOMAS, AICP**

COMMISSIONER

DEPARTMENT OF URBAN AND ECONOMIC DEVELOPMENT

**MICHAEL GALIME**

COUNCIL PRESIDENT

**KATIE AIELLO**

1<sup>ST</sup> DISTRICT

**ROBERT BURMASTER**

2<sup>ND</sup> DISTRICT

**CELESTE FRIEND**

3<sup>RD</sup> DISTRICT

**FRANK MEOLA**

4<sup>TH</sup> DISTRICT

**VENICE ERVIN**

5<sup>TH</sup> DISTRICT

**JOSEPH BETRUS, JR**

6<sup>TH</sup> DISTRICT

**COUNCIL AT LARGE**

FRANK DIBRANGO

MARK WILLIAMSON

SAMANTHA COLOSIMO TESTA

# CONTENTS

<b>EXECUTIVE SUMMARY</b> .....	5
<b>INTRODUCTION</b> .....	6
HOME-ARP ELIGIBLE QUALIFYING POPULATIONS AND ACTIVITIES.....	6
<b>CONSULTATION/PUBLIC PARTICIPATION</b> .....	7
CITY STAKEHOLDER CONSULTATION – ORGANIZATIONS CONSULTED BY TYPE/METHOD.....	7
SUMMARY OF FEEDBACK RECEIVED FROM CONSULTED ORGANIZATIONS.....	9
PUBLIC PARTICIPATION.....	11
EFFORTS TO BROADEN PUBLIC PARTICIPATION.....	11
PUBLIC COMMENTS AND RECOMMENDATIONS RECEIVED.....	11
PUBLIC COMMENTS AND RECOMMENDATIONS NOT ACCEPTED AND REASONS WHY.....	12
<b>NEEDS ASSESSMENT + GAPS ANALYSIS</b> .....	12
SIZE AND DEMOGRAPHIC COMPOSITION OF QUALIFYING POPULATIONS.....	11
QUALIFYING POPULATION 1 – THOSE EXPERIENCING HOMELESSNESS.....	12
QUALIFYING POPULATION 2 – AT-RISK OF HOMELESSNESS.....	15
QUALIFYING POPULATION 3 - FLEEING DOMESTIC/DATING VIOLENCE, SEXUAL ASSAULT, ETC.....	17
QUALIFYING POPULATION 4 – POPULATIONS WITH HIGH RISK OF HOUSING INSTABILITY.....	17
CURRENT RESOURCES: SUPPORTIVE SERVICES.....	18
CURRENT RESOURCES: HOMELESS HOUSING INVENTORY.....	19
CURRENT RESOURCES: AFFORDABLE HOUSING DEVELOPMENT AND RENTAL ASSISTANCE.....	19
SHELTER, HOUSING AND SERVICE DELIVERY SYSTEM GAPS.....	19
IDENTIFY PRIORITY NEEDS FOR QUALIFYING POPULATIONS.....	20
<b>HOME-ARP ACTIVITIES</b> .....	21
USES OF HOME-ARP FUNDING.....	22
1. NON-CONGREGATE SHELTER.....	22
2. SUPPORTIVE SERVICES.....	23
3. DEVELOPMENT OF AFFORDABLE RENTAL HOUSING.....	23
4. RENTAL ASSISTANCE.....	23
<b>HOME-ARP HOUSING PRODUCTION GOALS</b> .....	24
<b>PREFERENCES</b> .....	25
<b>LIMITATIONS</b> .....	26
<b>HOME-ARP REFINANCING GUIDELINES</b> .....	26
<b>APPENDICES</b> .....	27
APPENDIX A: AWARD LETTER.....	27
APPENDIX B: OUTREACH LETTER.....	29
APPENDIX C: CONSULTATION RESPONSES (LETTERS).....	31
APPENDIX D: CONSULTATION RESPONSES (SURVEYS).....	47
APPENDIX E: PUBLIC SURVEY QUESTION RESULTS.....	54
APPENDIX F: CITY OF UTICA, NY CHAS DATA (2022).....	62
APPENDIX G: CITY OF UTICA, NY FEBRUARY 23, 2022 POINT-IN-TIME COUNT DATA.....	65
APPENDIX H: UTICA HOUSING STUDY – JULY 2022 (CZB, LLC).....	69
APPENDIX I: ONEIDA COUNTY CONTINUUM OF CARE COORDINATED ENTRY POLICY.....	69
APPENDIX J: CONTINUUM OF CARE COORDINATED ENTRY METHOD OF PRIORITIZATION.....	69
APPENDIX K: CITY OF UTICA, NY 2020-2024 CONSOLIDATED PLAN.....	69
APPENDIX L: LEGAL NOTICES FOR PUBLIC COMMENT PERIOD.....	70
APPENDIX M: SUBSTANTIAL AMENDMENTS AND LEGAL NOTICES.....	75
<b>GRANTEE SF-424s AND CERTIFICATIONS</b> .....	100

## **VERSION HISTORY**

1. First Consultation (ESG Program Selection Committee).....6/8/22
2. Survey Published on Surveymonkey.com.....1/31/23
3. Consultation Letters Sent to Service Providers/Officials/Stakeholders.....2/2/23
4. Survey Closed for Submissions.....2/24/23
5. Published Draft for Public Comment.....3/14/23
6. Conducted Public Hearing.....3/14/23
7. Conclusion of 2-week Public Comment Period.....4/7/23
8. Draft Plan Sent to HUD for Approval.....3/29/23
9. Final Plan Sent to HUD for Approval.....5/16/23
10. Approved by HUD.....TBD
11. Substantial Amendment to Reallocate Funds.....1/8/2024
12. Substantial Amendment to Establish Preferences and Priorities.....6/27/24

## **PUBLIC CONTACT INFORMATION**

CITY OF UTICA  
DEPARTMENT OF URBAN AND ECONOMIC DEVELOPMENT  
ATTN: BRIAN THOMAS, AICP - COMMISSIONER  
1 KENNEDY PLAZA  
UTICA, NY 13502  
315-792-0181

# **EXECUTIVE SUMMARY**

The City of Utica, NY has been allocated \$2,428,816 of HOME-American Rescue Plan Act (HOME-ARP) funding from the US Department of Housing and Urban Development (HUD). In order to receive the HOME-ARP allocation, the City must develop a HOME-ARP Allocation Plan that will become part of the City's Annual Action Plan.

To ensure broad input into the HOME-ARP Allocation Plan from stakeholders and the public, the City engaged in consultation, including a virtual consultation session, a letter to various service providing agencies and local/regional government officials, a follow-up letter, an online survey for stakeholders and the general public, a 15-day public comment period, and a public hearing.

The needs assessment and gap analysis identified the following needs and gaps within the City:

1. In February 2022, the annual Point in Time (PIT) count revealed that 219 people were residing in emergency housing, either in shelter or transitional housing. The true number of unsheltered on the streets, in tents or makeshift shelters, or in cars, vans, RVs or campers is unknown.
2. 2015-2019 CHAS Data from HUD reported 5,655 households with incomes at or below 30% AMI are at risk of homelessness in the City.
3. The 2015-2019 HUD CHAS data indicates there are 4,700 renter households with an annual income at or below 30% AMI with a cost burden that are at greatest risk of housing instability.
4. The CHAS data reports that there are 4,050 households with incomes more than 30 and but equal to or less than 50% AMI that are at risk of homelessness in the City because of at least one of the housing problems as defined by HUD.
5. The greatest need for supportive services is in the areas of were mental health services, landlord/tenant liaison, housing search/counseling services, childcare assistance and financial assistance.

To address these needs within the community, the City would explore

1. Utilizing HOME-ARP funds for developing non-congregate shelter units in the form of a "navigation center-style" facility consisting of several cottages on the State Hospital grounds off of Noyes St.
2. The provision of supportive services through expansion of the Emergency Solutions Grant (ESG) program, capacity building in the nonprofit community to ease the delay in completion of new affordable housing units currently in development.
3. The development of new affordable housing units dedicated to serving the homeless populations
4. Establishing a partnership with a service agency to create a tenant-based rental assistance program

The City will solicit applications from developers, service providers, and/or nonprofits to administer eligible activities and/or develop shelter and housing. A Notice of Funds Available (NOFA) will be issued. The NOFA will, at a minimum, specify eligible activities, eligible applicants, minimum and maximum funding amounts, application thresholds, and will provide instructions on how to submit a proposal.

# **INTRODUCTION**

In response to the economic impacts of the COVID-19 pandemic, nearly \$5 billion in HOME Investment Partnerships Grants (HOME) funds were allocated to jurisdictions across the country through the American Rescue Plan (ARP).

The City of Utica was awarded a total of \$2,428,816 in HOME-ARP funds (see Appendix A). These funds may be used for the following activities:

1. Acquisition, rehabilitation, and construction of affordable rental housing
2. Supportive services, homeless prevention services, and housing counseling
3. Acquisition and development of non-congregate shelter
4. Tenant-based rental assistance
5. Nonprofit operating and capacity building assistance
6. Grant administration and planning

## **Qualifying Populations**

HOME-ARP funds may be used to serve four Qualifying Populations:

1. Those that are experiencing homelessness
2. Those at risk of homelessness
3. Those fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking
4. Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel)

Complete information on eligible activities and qualifying populations can be found within the United States Department of Housing and Urban Development Notice CPD-21-10.

The City of Utica's Department of Urban and Economic Development conducted an extensive series of consultations with stakeholders, including individuals/agencies who work directly with households who meet the criteria for the qualifying populations. Additionally, an extensive analysis of the qualifying populations and inventory of existing resources was completed by analyzing data provided from the Homeless Management Information System (HMIS) Database.

This HOME-ARP Allocation Plan outlines the research completed, as well as a summary of the activities that the City of Utica intends to implement with its allocation of HOME-ARP funds.

# **CONSULTATION**

*Describe the consultation process including methods used and dates of consultation:*

As detailed in the table below and in Appendix B the City completed consultations with the required public and private organizations, as well as other key stakeholders, between June 2022 and March 2023.

Consultations were completed in a combination of virtual meetings with the Continuum of Care (Mohawk Valley Homeless and Housing Coalition), online surveys and a letter campaign soliciting input sent to local/regional service agencies. The City also accepted written comments from consultation participants.

During all consultations, the City described the requirements and scope of HOME-ARP program rules, including funding availability, qualifying populations, and eligible activities, and solicited input and suggestions from key stakeholders.

The input received from these consultations informed the development of the HOME-ARP plan, including the uses of HOME-ARP funds and strategy for distributing HOME-ARP funds. The consultations also assisted the City in identifying existing resources, gaps, and needs of qualifying populations.

List the organizations consulted:

Agency/Organization	Type of Agency/Organization	Method of Consultation
<b>Service Agencies</b>		
Catholic Charities	Homeless Service Provider	Letter by Mail
Center for Family Life and Recovery	Advocacy and Services	Letter by Mail
Central New York Quest, Inc	Advocacy and Services	Letter by Mail
City of Utica Section 8 Program	Rental Assistance	Letter by Mail
CNY Services	Advocacy and Services	Letter by Mail
Community Foundation	Advocacy and Services	Letter by Mail
Cornerstone Community Church	Advocacy and Services	In-person meeting / Letter by Mail
Empowered Pathways	Advocacy and Services	Letter by Mail
Freddie Hamilton	Continuum of Care	Letter by Mail
Human Technologies Corp	Advocacy and Services	Letter by Mail
ICAN	Homeless Service Provider	Letter by Mail
Johnson Park Center	Homeless Service Provider	Letter by Mail
Mohawk Valley Community Action	Advocacy and Services	Letter by Mail
Mohawk Valley Homeless and Housing Coalition	Continuum of Care	Virtual meeting

Municipal Housing Authority	Public housing authority: municipality	Letter by Mail
Neighborhood Center, Inc	Advocacy and Services	Letter by Mail
NYS Dept of Labor	Public agency: State Serves all four (4) Qualifying Populations under HOME-ARP	Letter by Mail
Oneida County Dept of Health	Public agency: County Serves all four (4) Qualifying Populations under HOME-ARP	Letter by Mail
Oneida County Dept of Social Services	Public agency: County Serves all four (4) Qualifying Populations under HOME-ARP	Letter by Mail
Refugee Center	Fair housing / persons with disabilities (advocacy and services)	Letter by Mail
Rescue Mission of Utica	Homeless Service Provider	Letter by Mail
Resource Center for Independent Living	Advocacy and Services	Letter by Mail
Salvation Army of Utica	Homeless Service Provider	Letter by Mail
St. Margaret's Corporation	Homeless Service Provider	Letter by Mail
United Cerebral Palsy	Advocacy and Services	Letter by Mail
United Way of the Mohawk Valley	Continuum of Care coordinating agency	Letter by Mail
Veterans' Outreach Center/Utica Center for Development	Homeless Service Provider	Letter by Mail
YWCA of the Mohawk Valley	Existing providers of services for domestic violence	Letter by Mail
Catholic Charities	Homeless Service Provider	Letter by Mail
Center for Family Life and Recovery	Advocacy and Services	Letter by Mail
<b>Private Developers / City Stakeholders</b>		
Bank of Utica	Investment Funding Source	Letter by Mail
Greater Utica Chamber of Commerce	Investment Funding Source	Letter by Mail
Lahinch Group	Investment Funding Source	Letter by Mail
Mohawk Valley Edge	Investment Funding Source	Letter by Mail
Pratt MWPAI	Educational Institution	Letter by Mail
UNHS Homeownership Center	Housing Rehabilitation Organization	Letter by Mail
<b>Public Safety</b>		
Utica Police Dept	Public Safety	Letter by Mail
Utica Fire Dept	Public Safety	Letter by Mail
<b>Common Council</b>		



District 1 - Katie Aiello	Local Government Elected Official	Letter by Mail
District 2 - Robert Burmaster	Local Government Elected Official	Letter by Mail
District 3 - Celeste Friend	Local Government Elected Official	Letter by Mail
District 4 - Frank Meola	Local Government Elected Official	Letter by Mail
District 5 - Venice Ervin	Local Government Elected Official	Letter by Mail
District 6 - Joseph Betrus, Jr.	Local Government Elected Official	Letter by Mail
Council at Large - Frank DiBrango	Local Government Elected Official	Letter by Mail
Council at Large - Mark Williamson	Local Government Elected Official	Letter by Mail
Council at Large - Samantha Colosimo Testa	Local Government Elected Official	Letter by Mail
Common Council President - Michael Galime	Local Government Elected Official	Letter by Mail
<b>Neighborhood Associations</b>		
Baggs Square Association	Neighborhood Association	Contact by Facebook Messenger
East Utica Concerned Citizens	Neighborhood Association	Contact by Facebook Messenger
South Utica Neighborhood Association	Neighborhood Association	Contact by Facebook Messenger
West Utica Neighborhood Association	Neighborhood Association	Contact by Facebook Messenger

A summary of themes that informed the activities, preferences, methods of prioritization, and referral processes is outlined below. Notes from virtual meetings/focus groups/surveys can be found in Appendix B.

## **Summary of Feedback Received from Consulted Organizations**

### **ESG Grant Services/Supportive Services**

1. 30% of survey responses indicated that services provided by agencies partially subsidized by the Emergency Solutions Grant are in need of additional support. This includes Rapid Rehousing, Homelessness Prevention and Shelter Operations.
2. Multiple respondents highlighted the need for continued, long-lasting supportive services and targeted case management for vulnerable populations who transition to independent living, especially those involved in existing programs that match special needs populations with available housing.
3. Several individuals noted that targeted case management is necessary to sustainably prevent - and respond to crises that can lead to - housing instability for qualified populations who have transitioned to independent living.
4. There are recently completed and pending rental complexes that include set-aside units for special needs and vulnerable populations. These households need access to and delivery of comprehensive support services to ensure their ability to live independently.

### **Need for Non-Congregate Shelter**

The City's primary preference, in addition to Multiple survey responses, is to address the ongoing need to increase capacity in non-congregate shelters. There is currently an identified potential site at the State Hospital Campus in West Utica for non-congregate shelter beds.

### **Lack of Affordable Housing**

There was a consistent reference to the general lack of affordable rental housing, with the greatest need below 30% of the area median income (AMI). There was a consensus that the qualifying populations typically require housing that is affordable at or below 80% of AMI either through deep capital subsidy or rental subsidy.

### **Capital Funding**

The Utica Housing Study, completed in 2022, described a need for deep subsidies to private developers to create new homeowner housing at affordable prices, as development costs for a new home without subsidy could be as much as \$300,000.

### **Rental Assistance**

22% of survey responses indicated that administering rental assistance voucher programs for vulnerable populations were necessary for identifying and supporting members of vulnerable populations who are able to live in independent settings.

### **Permanent Supportive Housing is a Priority of the Continuum of Care**

The Oneida County Continuum of Care noted that permanent supportive housing for the homeless is a priority for the following populations:

1. Unaccompanied youth / individuals exiting foster care
2. Veterans
3. Survivors/ those fleeing domestic violence
4. Chronic homeless
5. Elderly/aging

Most of the permanent supportive housing resources in the county currently require linkage to

a rental assistance resource (tenant-based or project-based voucher, HOME Program Construction Loan). However, an alternative approach has proven successful whereby sufficient capital subsidy (ex. Rental Rehabilitation Programs) is utilized to allow a property owner to provide units at restricted rents that are affordable to households with incomes at and below 80% AMI.

### **Victims of Domestic Violence Need Additional Housing Options**

The New York State Office for the Prevention of Domestic Violence identified housing for victims of domestic violence as a priority. They identified rental assistance as an approach to enhancing housing support to this qualifying population.

### **Public Participation**

The survey was created using SurveyMonkey.com, and featured nine specific questions meant to derive what sector the participant was affiliated with (Service agency, Fair Housing Organization, General Public, etc.) Each question asked participants to highlight different aspects of their perception of Homelessness in Utica, NY and the potential solutions they envision. Some questions were intended to keep participants within a set of limited responses where possible in order to adhere to activities considered eligible under HOME-ARP guidelines. Others allowed the public to give responses in order for us to best gauge not only their ideas for solutions, but also the potential for additional efforts to combat homelessness through other programs if able.

### **Efforts to Broaden Public Participation**

After the initial round of letters sent to service agencies, local elected and appointed officials, and City stakeholders began and a public survey was launched on February 2, 2023, an effort was made to broaden public participation by a follow-up email campaign to remind agencies/officials/stakeholders to respond but also to share the location of the public survey on their affiliated social media accounts. The number of survey responses did begin to increase quickly after this effort.

### **Public Comments and Recommendations Received**

Two rounds of public input were sought as part of the process.

Public surveys gathered early in the process gave insight while developing the draft plan. The survey responses were somewhat limited to focus on specific priorities, however when the option to freely mention concerns was offered, responses indicate a need for increased Codes enforcement, access to moving companies and storage, lack of affordable housing, insufficient emergency housing, and lack of assistance navigating through the bureaucracy.

Following the release of the draft plan, public comments were sought between March 14, 2023 and April 7, 2023 after the presentation of the draft HOME-ARP Allocation Plan and the materials were made available online and in-person at City Hall. Only one letter came in during that time period, from Steve Darman and the Continuum of Care.

The letter stated that adding NCS beds would be ideal in a perfect situation, but the reality is that it would do almost nothing to stem the street homeless problem (a vacuum effect). The costs to create a NCS are likely significantly higher than what was budgeted, and the likelihood of a local CoC agency applying to set up and run the program without substantial additional multi-year funding or a path to

program sustainability. They recommend spreading funding between a few agencies in higher amounts rather than spread smaller amounts out to more places, as well as the creation of more permanent housing in a single structure rather than short-term NCS rooms. Capacity building is also a high priority to manage the influx of homeless persons into the system.

There were no comments submitted that were not accepted.

### **Public Comments and Recommendations Not Accepted and Reasons Why**

No public comments or recommendations were not accepted, as no responses were submitted with ill-intent. All comments received were treated as genuine suggestions, though some are believed to be incomplete thoughts that may not hold any potential solution.

## **Needs Assessment + Gaps Analysis**

*Describe the size and demographic composition of qualifying populations within the PJ’s boundaries.*

### **Size and Demographic Composition of Qualifying Populations**

The Oneida County Continuum of Care is coordinated by the Mohawk Valley Housing and Homeless Coalition, a coalition of over 50 organizations working collaboratively to meet the needs of families and individuals experiencing homelessness. The United Way serves as the County’s Homeless Management Information System (HMIS) Lead Agency. As such, it is responsible for collecting and maintaining all HMIS data, reporting, and related training. To track homelessness, the Continuum of Care uses data from Point-in-Time (PIT) count and the HMIS database.

The Continuum of Care’s PIT count for February 23, 2022 found that there were 244 people experiencing homelessness. Within this group, 184 people (75%) were living in emergency shelters, 35 people (15%) were living in transitional housing, and 25 (10%) were unsheltered.

Household Type	Emergency Shelter		Transitional Housing	
	Number	Percent	Number	Percent
Households without children	112	85%	12	63%
Households with at least one child and one adult	20	15%	7	37%
Households with only children	0	0%	0	0%
<b>Total Homeless Households</b>	<b>132</b>		<b>19</b>	
<b>Persons in each household type</b>				
Persons in households without children	<b>121</b>	66%	<b>13</b>	37%
Persons age 18-24	14	12%	1	8%
Persons over age 24	107	88%	12	92%
Persons in households with at least one adult and one child	<b>63</b>	34%	<b>22</b>	63%
Children under age 18	32	51%	13	59%
Persons age 18-24	4	6%	4	18%
Persons over age 24	27	43%	5	23%
<b>Total Homeless Persons</b>	<b>184</b>		<b>35</b>	

Table 1. Sheltered Homeless Population  
(source: Oneida County Continuum of Care Point-in-Time Count conducted February 23, 2022)

## **QP1 – Those Experiencing Homelessness**

### **Housing and Shelter Units**

When examining the shelter options through the numbers in the gaps analysis table, there appear to be adequate resources. However, when considering the gaps analysis with context from the consultations, nuances emerge.

While in typical times, the City of Utica has adequate beds and units to meet the needs of family households experiencing homelessness, the needs since the pandemic have revealed the need for additional options, including shelter types. Prior to 2019, there were a surplus of beds and units available to provide families with emergency shelter and transitional housing services. The February 23, 2022 PIT survey counted 27 sheltered family households (including transitional housing units), a level of need addressed by the County's 4 units of transitional housing (6 beds), and 8 emergency shelter places (69 beds).

For homeless adults without children, the data indicate that resources are extremely tight and are not available to meet the long-term housing needs. In the City of Utica, specifically, there are 149 beds for homeless adults in emergency shelters and another 10 in transitional housing. While these services respond to critical short-term housing needs, they do not provide longer-term housing stability that the City believes is essential to providing the housing stability essential to meeting the needs of homeless adults.

A gap analysis of the total number of rapid rehousing, permanent supportive housing, and other permanent housing shows that long-term housing options are limited when compared to the number of unsheltered households. Additional rapid rehousing, permanent housing services, and other non-congregate housing opportunities are critical – having surplus emergency shelter beds is important to be able to meet last minute needs and they should not be employed as long-term housing solutions due to limited permanent and rapid rehousing options for adults.

As noted in the consultation findings, stakeholders have cited a need for non-congregate shelter units, particularly for individuals and households who may have unique medical needs. Both the Utica Housing study and the City's Consolidated Plan emphasize the need for more transitional and permanent housing units (including housing specifically for veterans). The 2020-2024 City Consolidated Plan also identified a need for housing that is aware of accessibility accommodations necessary for veterans with disabilities or veterans who are ineligible for housing that requires an honorable discharge.

Other providers and members of the Continuum of Care concurred with the increase in demand among this population. A growing proportion of sheltered homeless households with elderly and disabled individuals are dependent on fixed incomes like Supplemental Security income and Social Security Disability Insurance. Permanent housing units, including assisted living facilities for elderly and disabled persons, must be flexible to the fixed incomes of the growing population of elderly renters and housing voucher recipients.

There is also a need for housing services that support the physical accessibility and mental health needs

of individuals and families who are elderly or have disabilities. The City of Utica's 2020-2024 Consolidated Plan reported that substance abuse, criminal records, and mental illness are among the largest barriers to permanent housing and independent living for single adults. More wrap-around services for mental illness and disabilities in housing support are critical in transitioning more households to permanent housing.

Finally, the City of Utica lacks transitional housing units dedicated to unaccompanied youth, including parenting youth; there is also a lack of transitional housing units for parenting youth aged 18-24.

### **Case Management**

Beyond shelter, intensive case management was identified as a service need for the Homeless qualifying population, including those in integrated housing settings. Additionally, aside from Oneida County's Veterans' Services program, only one private service agency – the Utica Center for Development / CNY Veterans' Outreach Center – operates within the City of Utica, highlighting the need for more centralized veteran services for residents.

### **Sheltered Homeless Populations**

During the same October 2022 PIT count, the Oneida County Continuum of Care counted 219 sheltered homeless people (151 households) - 112 households were in emergency shelters and 12 households were living in transitional housing. In both emergency shelters and transitional housing, 66% identified as males and 33% identified as females, with 1% identifying as transgender or gender non-conforming.

### **Unsheltered Homeless Populations**

Those identified as unsheltered are generally those living on the streets and in public places not meant for human habitation. These places can include parks, libraries, metro stations, shopping malls, churches, soup kitchens, and other public gathering spaces. Surveys of unsheltered persons are conducted by teams deployed into the community to locate and count them. There were 25 unsheltered homeless persons (24 households) counted and zero unsheltered families counted during the February 23, 2022 PIT count.

### **Emergency Shelter**

According to the February 23, 2022 PIT count, of those persons living in emergency shelters, approximately 85% were in households with adults only and 15% were in families with children. For those in adult only households, 88% were over the age 24; whereas in families with children, 43% were over the age of 24.

Among those living in emergency shelters, 14 persons were chronically homeless, 17 were severely mentally ill, and 6 were veterans. 50 youths in emergency shelters were under the age of 24, with 32 under the age of 18.

Further analysis of PIT subpopulation surveys showed a large discrepancy between males and females (66% and 33%, respectively). 65% of persons living in emergency shelters identified as white, with 25% identifying as Black or African American (see Table 2).

## Transitional Housing

According to the February 23, 2022 PIT count, most persons living in transitional housing were in households without children (66%), and 34% were in households with at least one child and one adult; 51% of individuals in these households were children under 18. Individuals in households without children – including singles, couples without children, and groups of adults – comprised 37% of those living in transitional housing; One adult was in the 18–24-year range and 12 persons were over the age of 24. Within the group living in transitional housing, 47% identified as White, 27% identified as Black or African American, and 26% identified as being of multiple races.

	Emergency Shelter		Transitional Housing	
	Number	Percent	Number	Percent
<b>Ethnicity</b>				
Hispanic/Latino	19	10%	4	13%
Non-Hispanic/Non-Latino	165	90%	31	87%
<b>Total</b>	<b>184</b>		<b>35</b>	
<b>Gender</b>				
Female	60	33%	18	51%
Male	122	66%	17	49%
Transgender	2	1%	0	0%
Gender Non-conforming	0	0%	0	0%
<b>Total</b>	<b>184</b>		<b>35</b>	
<b>Race</b>				
White	120	65%	7	47%
Black or African American	46	25%	4	27%
Asian	2	1%	0	0%
American Indian or Alaska Native	0	0%	0	0%
Native Hawaiian or Other Pacific Islander	0	0%	0	0%
Multiple Races	16	9%	4	26%
<b>Total</b>	<b>184</b>		<b>15</b>	

Table 2. Demographics of Sheltered Homeless Population (source: Oneida County Continuum of Care Point-in-Time Count conducted February 23, 2022)

## Homeless Youth

During the February 23, 2022 PIT count, there were 0 households of unaccompanied youth between the ages of 18-24.

## QP 2 – At-Risk of Homelessness

In Oneida County, the number of households with incomes below 30% AMI has come down slightly in recent years, from 5,905 in the 2012-2016 Comprehensive Housing Affordability Strategy (CHAS) to 5,655 in the 2015-2019 CHAS study. As of 2019, approximately 25% of households had incomes equal to or below 30% AMI. Of these households, 83% were renters and 17% were homeowners (see Figure 1 below). This data was collected prior to the pandemic, so the numbers may not be accurate to current trends.

According to 2015-2019 CHAS data, 38% of all households in Oneida County were living in inadequate conditions. However, it is difficult to quantify the individuals and families in these unique scenarios due to limited data collection.

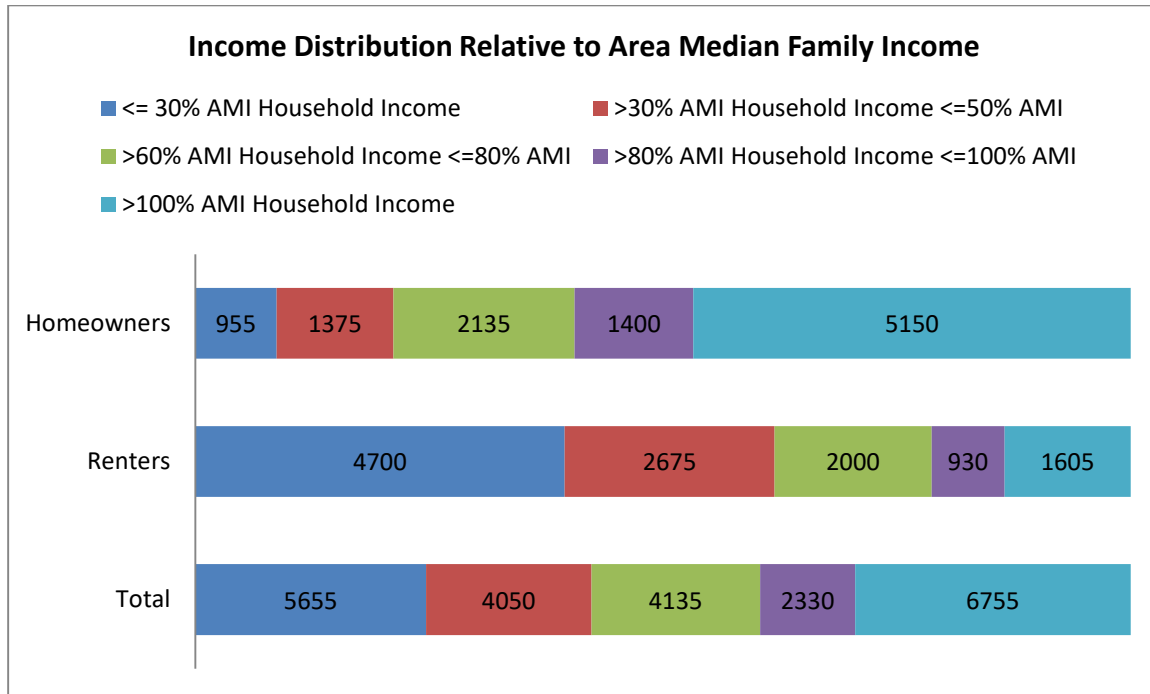


Figure 1. Income Distribution Relative to HUD Area Median Family Income (source: United States Department of Housing and Urban Development Comprehensive Housing Affordability Strategy data (2015-2019 ACS))



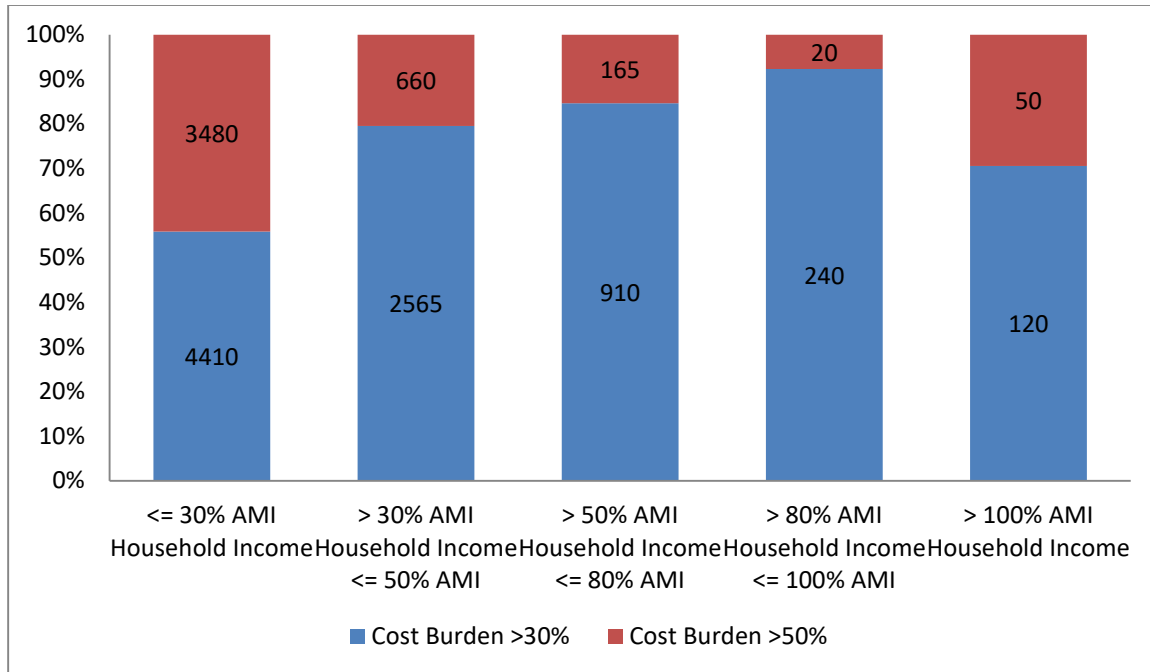


Figure 2.

Housing Cost Burden by Income, Oneida County (source: United States Department of Housing and Urban Development Comprehensive Housing Affordability Strategy data (2015-2019 ACS))

### Affordable Rental Housing

The City of Utica lacks enough rental homes priced for extremely and very low-income renters. There are more extremely low-income renter households in the City than affordable rental units. This reiterates the lack of supply for the deeper affordable housing and the limited diversity of supply in the City for those in most need.

### Housing for Specific Populations

There are 1441 individuals who are on the Section 8 waitlist maintained by the City of Utica Section 8 Program. One limitation of the dataset is that disability needs of waitlisted households are not tracked, preventing an accurate gap analysis for this population type.

Consultations with community service providers in the Continuum of Care also emphasized the need for housing options specifically for youth aging out of foster care (Catholic Charities).

### Emergency Financial Assistance

Residents in these two qualifying populations would benefit from increased emergency housing assistance resources; for those who are facing eviction or have recently been evicted, rental, security deposit, utility, and legal assistance resources can be critical.

### Supportive Services

Case management can help households navigate the complex housing resource ecosystems.

### Lack of Sufficient Resources or Support Networks

Personal support networks include extended family, friend or faith-based organizations that can provide

temporary or permanent housing opportunities that reduce a person needing to go to an emergency shelter. Households without personal support networks are at-risk of becoming homeless, particularly 8% when experiencing cost burdens or other housing problems. One way to examine this sub-population is to look at the scope of households who have applied for assistance through Oneida County's Emergency Rental Assistance Program (ERAP), which provides funding for households most at risk of eviction.

### **QP3 - Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as Defined in 24 CFR 91.5**

According to the February 23, 2022 PIT count, 22 respondents were survivors of domestic violence. Per the YWCA, 505 petitions for protection have been sought with their assistance in 2022, or roughly the equivalent of 42 petitions per month. This data is for all of Oneida County - not just the City of Utica – but shows the scope of the problem, especially when considering that roughly 50% of domestic violence cases go unreported (source: usafacts.org).

A 2021 study (“Improving Safe Housing Access for Domestic Violence Survivors Through Systems Change, Housing Policy Debate”) identified barriers for survivors beginning the process in seeking housing needs.

The study reported that admission into housing services could be exclusionary for victims of domestic violence. As many courts, including family court, are still experiencing backlogs as a result of the COVID-19 pandemic, it is likely more difficult for Oneida County residents to attain protective orders from the courts than previous years. These barriers inhibit a survivor's ability to seek immediate safety and housing in the County.

The study also reported that individuals experiencing homelessness also report higher rates of DV than the general population, and in fact DV precipitates homelessness for many women. With limited availability in units for survivors or policies to ensure survivor protection in housing, survivors are vulnerable to losing housing support from providers or safety from immediate harm.

Domestic violence survivors in Oneida County often encounter barriers when searching for safe and secure housing. For residents fleeing domestic violence or similar threats, access to financial resources to support a safe move is limited; leaving under duress can limit the amount of time and resources available to ensure safe and secure housing.

### **QP 4 - Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel).**

According to HMIS data for the year 2022, there were 1264 adults with disabilities needing housing support services. Of the 1264 adults, 3% reported having a disability and had the longest length of stay in housing among older adults. Of the older adults entering homeless situations, 23% stayed in shelters

between 31 to 60 days, 14% stayed between 61 to 90 days, and 11% staying longer than 91 days. While the data highlights the state of older adult housing before the pandemic, the data indicates the growing need in the City for increased permanent housing support and residency services for older adults.

According to the CHAS (2015-2019), there are 5,655 households with incomes equal to or less than 30% of HUD Area Median Family Income (HAMFI) who are severely cost burdened (spend more than 50% of their income on housing costs). According to the CHAS, there are 9,705 households with incomes equal to or less than 50% of HAMFI.

Per HUD standards, a household that spends between 30% and 50% of their monthly income on housing is considered “housing cost burdened,” whereas a household that spends more than half of its income on monthly housing expenses is considered to be experiencing “severe housing cost burden.” Per 2015-2019 CHAS data, 17% of households were housing cost burdened or severely cost burdened in Oneida County (see Exhibit D).

Lower-income households in Oneida County experienced cost burdens at higher rates and more severely compared to higher-income households. 34% of extremely low-income households were either cost burdened (19%) or severely cost burdened (15%) (see Figure 2 below).

In addition to cost burden, there are other indicators that a person may become homeless. The first is households with more than two people living in a single room or studio housing unit. These households are experiencing extreme overcrowding, typically with precarious tenancy agreements, and the presence of other housing inadequacies such as a lack of kitchen or plumbing utilities. Another indicator of risk of homelessness is households with at least a 21-day eviction notice at the time they apply for housing support. These households have very limited time to secure housing and may become homeless while paperwork is processed and an alternate unit can be found.

While both the number and proportion of people living in a unit with more than one HUD-defined housing problem (includes incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burdens greater than 30%) decreased prior to the pandemic, it is expected that the number and proportion have grown significantly since 2020.

### **Current Resources: Supportive Services**

The Continuum of Care consists of over 50 public and private groups, consumers, and individuals with diverse support service expertise. Continuum of Care services are navigable through a coordinated intake specialist that connects people to programs throughout the county. The services available through the Continuum of Care include:

1. Street Outreach support services;
2. 24/7 homeless support;
3. Homeless Prevention services;
4. Emergency weather shelters including beds for most vulnerable populations;
5. Rapid re-housing programs; and
6. permanent housing support

The City’s most recognizable organization available to help families and individuals fleeing domestic violence is the YWCA, including their Hall House Domestic Violence Shelter, though other organizations working with children and families can offer a transition to safe housing.

**Homeless Housing Inventory**

As of January 2021, the County had:

- 229 total emergency shelter beds (74 for families)
- 16 transitional housing and
- 196 rapid re-housing beds (129 for families),
- 449 permanent supportive housing beds, and
- 51 other permanent housing beds.

In 2021, the County added the “Code Blue” program to increase support to homeless persons. When the outside temperature drops below freezing, a warming shelter would be open with low-barriers to access. This program continued beyond the Code Blue funding and would eventually lead to the creation of daytime “drop-in centers” in 2022 that would be open daily. In 2023, the program added an overnight option, with Code Blue funding still being used to supplement the program’s budget.

Services are provided in accordance with regulation and guidelines set forth by governing agencies, Office of Temporary and Disability Assistance (OTDA) and Office of Children and Family Services (OCFS). Collaboration with emergency shelters and community services occur to secure best outcomes for consumers.

**Affordable Housing Development and Non-Emergency Rental Assistance**

The Public housing authority (Utica MHA) provides tenant-based and project-based rental assistance, as well as public housing, to qualifying populations. These resources are an important element of the overall safety net but are insufficient to meet the overall need.

**Identify any gaps within the current shelter and housing inventory, as well as the service delivery system:**

The City utilized PIT and Housing Inventory Count data to conduct the homeless gap analysis. The number of permanent supportive housing, rapid rehousing, and other permanent housing units were compared with the number of households counted during the PIT count.

Additionally, the Continuum of Care has identified an overall, ongoing need for beds of capacity in non-congregate shelters. There is strong desire to increase overall capacity of non-congregate shelter beds, and the City has a proven track record of securing funding necessary for capital and operating feasibility.

	<b>Current Inventory</b>	<b>Level of Need</b>	<b>Gap</b>
	# of Units	# of Households	# of Households
Total Rental Units	24,544		
30% AMI Units	2,480		
50% AMI Units	4,369		
0-30% AMI Renter HH with 1 or more severe housing problems		3,765	

30-50% AMI Renter HH with 1 or more severe housing problems		2,025	
	Overall gap		1,059
	30% AMI gap		1,285

Table 5. Non-Homeless Housing Gaps (source: 2022 Utica Housing Study; 2022 CHAS Data)

CHAS data were utilized to complete the non-homeless needs inventory and gap analysis, however the City of Utica does not have accurate numbers for the number of Rental units in the City; Ideally, the City Would compare the number of units affordable to households with very-low and extremely-low incomes with the number of households in those income brackets who were also facing at least one severe housing problem. Based on results from the Utica Housing Study, 4,369 housing units fall into “below average” category, which is likely the type of unit a 50% AMI household might occupy. The study also showed 2,480 housing units fall into the “well below average” category, which is likely the type of unit a 30% AMI household might occupy. the greatest need is for households with incomes equal to or less than 30% of the AMI. When comparing the number of units affordable to households with incomes equal to or less than 30% of the AMI with the number of households with incomes equal to or less than 30% of the AMI who have one or more severe housing problem, there is a gap of almost 1,300 units.

**Explain how the level of need and gaps in its shelter, housing inventory, and service delivery systems based on the data presented in the plan were determined**

The City considered findings from the consultations alongside the data analyses outlined above to identify gaps and prioritize needs. As the Continuum of Care is prioritizing the development of deeply affordable rental housing paired with support services, the number of unsheltered homeless individuals was compared with the number of transitional and permanent housing units.

The needs for non-congregate shelter units emerged through consultations with key stakeholders, including member agencies of the Continuum of Care. Low-barrier temporary units are critical. Preventing homelessness for those who may face housing instability is also paramount. The City assessed this by comparing the number of very-low and extremely-low income households with severe housing issues and the number of units affordable to very-low and extremely-low income households. Recognizing the limitations of these gaps analyses and available data to quantify the qualifying populations, it remains clear that the City of Utica faces an affordable housing shortage for those who are currently housed and homeless alike.

Another consistent theme was the need to connect residents with supportive services to increase housing stability. Case managers are crucial to supporting residents by connecting them with relevant wraparound services.

**Identify priority needs for qualifying populations**

The City of Utica has identified the following priority needs:

1. Non-congregate shelter units
2. Long-term supportive services, such as case management support for qualifying populations
3. Deeply affordable rental/homeowner housing
4. Rental Assistance

These needs are reflected in the needs assessment in different ways for each qualifying population.

The creation of non-congregate shelters can provide households who have intense service and/or medical needs safe, quality shelter to as they transition into affordable housing units (whether dedicated units or naturally occurring affordable housing), as well as access to case management services that address risks to housing stability such as domestic violence, fixed income, or mental illness.

Expanded supportive services, such as those provided by subrecipients of the City’s Emergency Solutions Grant (ESG), would free up shelter space by contributing additional resources to case management for those in need of permanent housing solutions, allow shelter services to be expanded (including meals and sanitation needs), increased street outreach presence, and homelessness prevention activities, such as assistance with arrears. Many qualifying populations also require specialized and trauma-informed case management support to address the unique and occasionally similar needs of each population such as benefits support, childcare service referrals, or mental health services. Case management services can offer vital referrals to resources outside of housing providers that can prevent future housing instability upon settlement in a permanent housing unit.

Additional subsidies for the creation affordable housing units, both rental and homeowner, would increase the stock of available units in the City, either through new construction or rehabilitation. This would continue to fight the lack of sustainable, affordable housing options for the neediest populations. Additionally, increasing the supply of dedicated affordable housing for very- and extremely-low income residents is critical. Figure 3 of the needs assessment demonstrates the City’s need to expand deeply affordable housing development. Preference for permanent housing should be given to the Homeless and/or fleeing domestic violence qualifying populations.

Rental assistance programs, including those provided in rapid rehousing programs, would benefit the neediest populations of either homeless or at-risk of homelessness, including those escaping from domestic violence.

## **HOME-ARP Activities**

### **Allocations**

Based on key findings from the consultations, needs assessment, and gaps analysis, the City of Utica proposes funding four activities, in addition to grant administration and planning. Please see Table 7 below for a summary of the proposed allocations. The funding allocations are within HOME-ARP statutory limits.

Activity	Funding Amount	Percent of Grant	Statutory Limit
Acquisition/Development of Non-Congregate Shelter	\$1,500,000	61.76%	NA
Supportive Services (Enhanced ESG Program)	\$557,375.20	22.95%	NA
Development of Affordable Rental Housing Units	\$200,000	8.23%	NA
Rental Assistance	\$50,000	2.06%	NA
Admin and Planning	\$121,440.80	5.00%	15%

	Total	\$2,428,816	100%	
--	-------	-------------	------	--

Table 7: Summary of Proposed HOME-ARP Allocations

**Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients, and/or contractor:**

The City of Utica Department of Urban and Economic Development will release a public notice of funding availability (NOFA) that complies with all HOME-ARP regulations.

**Describe whether the PJ will administer eligible activities directly**

The City of Utica Department of Urban and Economic Development will manage the rental housing development and non-congregate shelter activities, as they manage other local, state, and federal funding sources. As noted above, the Department will select qualified development partners.

Supportive service activities will likely be subgranted to current and potential ESG Grant recipients to administer.

**If any portion of the PJ’s HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD’s acceptance of this allocation plan because the subrecipient or contractor is responsible for the administration of the PJ’s entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ’s HOME-ARP program**

N/A

**Uses of HOME-ARP Funding**

**Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis.**

**1. Non-congregate shelter**

According to the HOME-ARP Notice, “(a) non-congregate shelter is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement.” Through the pandemic, providing non-congregate shelter units was viewed as an effective approach to reducing the number of unsheltered residents in the City of Utica, however only one suitable location was determined: a motel building was rented as a block of rooms specifically for use as a temporary non-congregate shelter. As noted above, the City has concluded there is an ongoing need for non-congregate shelter beds for various populations and seeks to use HOME-ARP funds to support acquisition and development of additional non-congregate shelter capacity to fill this need.

These funds may be used for the City or a third-party entity to acquire an existing building for non-congregate shelter use or to develop new non-congregate shelter units. The Continuum of Care demonstrated the ability to provide operating and supportive service support for non-congregate

shelters during the pandemic. At the present time, there is one potentially identified site and proposal for non-congregate shelter beds the City is considering allocating these dollars to, though this potential opportunity has yet to be confirmed.

## **2. Supportive services**

To promote housing stability, allocated funding for supportive services will be used for case management services for residents who meet the criteria of a qualifying population who are living in affordable rental units that are funded with HOME-ARP funds, as well as capacity-building and/or additional support for current programs that have been strained by the increase of street homeless activity in the past year.

The City of Utica envisions these services as being offered through our current participating service agencies through the Emergency Solutions Grant (ESG) Program. As these services are already offered but not at the level of need assessed, we see the opportunity to enhance the program budgets or physical/capacity needs of shelters and service providers (with a focus on case management) as a “stop-gap” attempt at assisting as many households as possible until new affordable units currently in development can be placed into service (within 1-3 years).

## **3. Development of affordable rental housing**

There is a significant need for rental housing that is affordable to households with very low and extremely low incomes, including those who meet the criteria for HOME-ARP qualifying populations.

While units will be open to all qualifying populations, they will be underwritten to extremely low-income affordability assumptions to ensure they are financially viable for the life of the program.

The City’s primary goal for the use of HOME-ARP funding when supporting deeply affordable rental housing is to focus on the creation of units that can retain long-term affordability (i.e., 20 years) without the need for rental assistance, if needed. Additionally, the City seeks to create deeply affordable rental units that have supportive services.

As is the practice with HOME-assisted construction loans, affordable housing developers will be incentivized to dedicate a portion of units in their respective multi-family rental developments as affordable for those in the qualifying populations. This model encourages mixed-income development and advances a more integrated approach to housing for the qualifying populations, who otherwise may live in more segregated environments.

Under this approach, deeply affordable rental units with supportive services can be affordable (typically at 0-60% of AMI) and available for a 40-year period without the need for rental assistance. While this approach requires deep capital subsidies and up-front funding of operating reserves, it has proven to be a cost-effective approach that allows for the use of scarce rental assistance elsewhere.

## **4. Rental Assistance**

When the eviction moratorium established during the COVID-19 pandemic expired in 2022, the courts were overwhelmed by eviction cases due to nonpayment of rent. Many of these cases were due not to a refusal to pay, but to an inability to pay. This trend continues, with the need for Section 8 vouchers or



other subsidy types increasing. As noted above, there is a significant need for rental housing that is affordable to households with very low and extremely low incomes, including those who meet the criteria for HOME-ARP qualifying populations. A rental assistance program, either by voucher system, homelessness prevention financial support, rapid rehousing security deposit/rent payments, or another method would reduce the strain on current landlords (many landlords have raised rents to “weed out” potential tenants or have decided to no longer participate in offering property for rent). A “Landlord Liaison Office” was proposed by a subrecipient during consultations, which could also be funded through this program. Such an office could offer incentives to landlords to encourage participation in offering or continuing to offer affordable rental units.

**Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gaps analysis provided a rationale for the plan to fund eligible activities**

The needs assessment and gaps analysis demonstrated a need for non-congregate shelter units, as well as increasing the supply of deeply affordable rental housing. Furthermore, the consultations elevated a need for case management that will help households gain housing stability. While there are adequate emergency shelter units, households need safe, quality permanent affordable housing opportunities to transition to after accessing emergency and/or transitional housing.

Additionally, the non-homeless gaps analysis demonstrates a significant need for affordable housing units, especially for those with incomes equal to or less than 30% AMI. While scaling up the number of units for formerly homeless households and/or households facing instability, there is a parallel need for greater investment in case management to support the eligible tenants of the units to be funded with HOME-ARP.

Though resources exist for the operations of non-congregate shelters, HOME-ARP is a unique federal funding source that allows for the acquisition and development of non-congregate shelter units.

## **HOME-ARP Production Housing Goals**

**Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation**

As noted above, the City’s primary goal in using HOME-ARP funds for affordable rental housing is to create permanent supportive housing (PSH) that is affordable for a period of 20 years without the need for long-term rental assistance support. This approach provides a set-aside of deeply affordable units that are affordable at 0-60% of AMI, typically within larger affordable housing developments. The approach involves a high level of up-front capital subsidy and the creation of an internal operating reserve that enables property owners to successfully operate units with rents that are well below the incremental operating cost.

In estimating unit production with this approach, the City examined its existing pipeline of 4 projects seeking affordable housing resources to arrive at an average total development cost of

\$40,000 per unit. This figure is based on the allowable development costs under the HOME program in the Utica-Rome metro service area. The existing pipeline includes both new construction and acquisition/rehabilitation developments, as well as a mixture of unit types, including one, two and three-bedroom units, so a variety of potential housing typologies will be possible for qualifying populations.

For financial modeling purposes, the City assumed that HOME-ARP funds could cover up to \$40,000 of this per unit capital cost, with the remaining funds leveraged from other available affordable housing resources. This results in a need for \$200,000 of HOME-ARP funds for the development cost portion per affordable housing/PSH unit to develop an additional five affordable housing units. This would apply to projects already seeking or planning to seek HOME subsidies for construction.

**Describe the specific affordable rental housing production goal that the PJ hopes to achieve AND describe how it will address the PJ's priority needs**

The City will target the HOME-ARP funds that are dedicated for affordable rental housing to produce affordable housing for qualifying populations. The estimate of 5 units produced is based on the most conservative analysis that involves the need to deeply subsidize capital costs and fund an operating reserve so that units can be leased to a qualifying household without the need for rental assistance.

It is the City's hope that additional capital resources can be leveraged (or rental assistance secured) that will enable the overall number of units produced using HOME-ARP funds to be increased. However, it is important that even at the most conservative production level of 5 units, these HOME-ARP assisted units will provide critically needed housing for a period of at least 20 years without the need for additional ongoing subsidy from the City.

## **Preferences**

**Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project**

The City of Utica will give preference to the Homeless qualifying population for the affordable rental housing and non-congregate shelter activities.

**If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the PJ's needs assessment and gap analysis**

The Oneida County Continuum of Care will apply its Coordinated Entry Policy (see Appendix J) to HOME-ARP funded units, including use of the Composite Score and by Name list approach.

The City of Utica will accept all HOME-ARP applicants via referral from the CoC NY-518's coordinated entry system for all qualifying populations, as described in the HOME-ARP qualifying populations definitions. Preference will be given to applicants experiencing homelessness as defined in 24 CFR 91.5 or those who fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking,

or human trafficking, as defined by HUD in 24 CFR 5.2003 and Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). Preferences will comply with all applicable fair housing, civil rights, and nondiscrimination requirements.

The CoC NY-518 coordinated entry system will select individuals and families that meet the criteria as "homeless" or "fleeing domestic violence/sexual assault/trafficking" qualifying populations for referrals for HOME-ARP assistance before those in other qualifying populations. All other eligible applicants that meet criteria under other qualifying populations will be selected for HOME-ARP projects after the prioritization of "homeless" persons and households/families and those who are "fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking" in chronological order of their application.

**If a preference was identified, describe how the PJ will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference**

All rental units funded with HOME-ARP will be open to all qualifying populations. The coordinated entry policy for rental units funded with HOME-ARP will codify this, as well.

**If the PJ intends to use the coordinated entry (CE) process established by the Continuum of Care, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered**

The Oneida County Continuum of Care CES will expand to accept all four qualifying populations, using preferences and method of prioritization adopted in the allocation plan for HOME-ARP units.

## **Limitations**

**Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice**

The PJ does not intend to limit eligibility for rental housing or non-congregate shelter activities to the homeless qualifying population.

**If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis**

N/A

**If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation through the use of HOME-ARP funds (i.e., through another of the PJ's HOME-ARP**

projects or activities):

N/A

## **HOME-ARP Refinancing Guidelines**

N/A

## **Appendix A: Award Letter**



U.S. Department of Housing and Urban Development  
Buffalo Office  
465 Main Street  
Buffalo, New York 14203-1780  
(716) 551-5755

September 22, 2021

Mr. Brian Thomas, AICP  
Commissioner, Urban and  
Economic Development  
City of Utica  
City Hall – 1 Kennedy Plaza  
Utica, NY 13502

Dear Mr. Thomas:

The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homeless and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021. On September 13, 2021, the Department published a notice, titled: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (the Notice), which you are encouraged to review to assist in developing your program. Enclosed is the Grant Agreement for the HOME Investment Partnerships – America Rescue Plan (HOME-ARP) program:

In accordance with the Notice, and the HOME ARP Grant Agreement, a Participating Jurisdiction (PJ), as of the Federal Award Date, may use up to five percent of its total award for administrative and planning costs. Once your HOME-ARP Allocation Plan is approved by HUD, the remaining award will be made available.

**HOME Investment Partnerships - American Rescue Plan  
(HOME-ARP) \$ 121,440.80**

Transmittal of this Grant Agreement does not constitute approval of the activities described in your HOME-ARP Allocation Plan. You are reminded that you, as the PJ, are responsible for ensuring that all grant funds are used in accordance with all program requirements. An executed Grant Agreement is a legally binding agreement between the Department of Housing and Urban Development and the City of Utica.

To establish a Line of Credit for the HOME-ARP award, it will be necessary for your agency to sign, execute and return one (1) copy of the Grant Agreement. If there is a need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please submit an IDIS Online Access Request Form (HUD 27055). Also, please ensure the IDIS Online Access Request Form is notarized and returned to this office with your Grant Agreement. Additionally, if there is a need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed by your financial institution and returned to this office with a copy of a voided check.

[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)

You are reminded that certain activities are subject to the provisions of 24 CFR Part 58 (Environmental Review Procedures). Funds for such activities may not be obligated or expended until HUD has approved the release of funds in writing. A request for release of funds (RROF) must be accompanied by an environmental certification, and until the RROF is approved and notification is received, no HUD funds should be committed. If the project or activity is exempt per 24 CFR 58.34 or categorically excluded (except in extraordinary circumstances), no RROF is required.

Please execute two (2) copies of the HOME-ARP Grant Agreement with electronic signatures. In response to COVID-19, HUD authorizes you to electronically execute the grant agreement with your electronic signature. Return one (1) of the agreements to this office to the attention of Lisa Mrzygut at: [Lisa.B.Mrzygut@hud.gov](mailto:Lisa.B.Mrzygut@hud.gov). Maintain a copy of the agreement with your original signature on-site in your program files.

HUD congratulates the City of Utica on its grant award, and we look forward to assisting you in accomplishing your programs goals. If you have any questions or need further information of assistance, please contact Caitlin Donovan, Senior CPD Representative at 716-646-7016 or [caitlin.a.donovan@hud.gov](mailto:caitlin.a.donovan@hud.gov).

Sincerely,



William T. O'Connell  
Director  
Community Planning and  
Development Division

Enclosures

## **Appendix B: Outreach Letter**



ROBERT PALMIERI  
MAYOR

# CITY OF UTICA

URBAN AND ECONOMIC DEVELOPMENT  
1 Kennedy Plaza, Utica, New York 13502  
PH: (315)792-0181 / FAX: (315)797-6607

---

BRIAN THOMAS, AICP  
COMMISSIONER

Date

Name  
Organization  
Address 1  
Address 2

To whom it may concern,

I am reaching out to local stakeholders and service providers to solicit recommendations on how the City of Utica should use its award of HOME-ARP funds. The City will use the feedback to help determine a process for their allocation.

The American Rescue Plan Act of 2021 ("ARP") appropriated \$5 billion to communities across the U.S. to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations. These funds were allocated by formula to jurisdictions that qualified for funding through the HOME Investment Partnership Program (HOME Program) from the U.S. Department of Housing and Urban Development (HUD). This special round of funding is called the "HOME-ARP" program.

In September 2021, HUD awarded the City of Utica \$2,428,816 in HOME-ARP funds. Eligible activities that may be funded with HOME-ARP include development and support of affordable housing, tenant-based rental assistance, supplementing of Emergency Solutions Grant services such as Rapid Rehousing, homelessness prevention, Shelter Operations, child care, job training, legal services, case management, moving costs, rental applications, and rent assistance, and acquisition and development of non-congregate shelter units.

Funds must primarily benefit individuals and households in four Qualifying Populations:

- 1, Those that are experiencing homelessness;
- 2, Those at risk of homelessness;
- 3, Those fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- 4, Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel).



We are seeking suggestions for addressing gaps in the shelter system, barriers to housing and services, opportunities for collaboration, and priority needs for Qualifying Populations.

I have already informally consulted with a small committee earlier last year to discuss how these funds can be used to bolster the ESG awards given to service providers, which I intend to follow through with once the plan has been approved. If there are any other recommendations outside of these initial supportive amounts on how your agency can use HOME-ARP dollars, we would be glad to accept suggestions.

A survey for the general public can be found on the City of Utica website (a Spanish language survey is also available). We encourage your organization to share the survey link to encourage as many Utica residents as possible to participate. The survey can also be found at <https://www.surveymonkey.com/r/8YQVXXP>

Responses must be received by February 24, 2023, and can be sent via email to [MPeek@cityofutica.com](mailto:MPeek@cityofutica.com) or by mail to

City of Utica Dept of Urban and Economic Development  
Re: Michael Peek / HOME-ARP  
1 Kennedy Plaza  
Utica, NY 13502

Thank you for your time,



Michael Peek  
Housing Development Specialist

## **Appendix C: Consultation Responses (Letters)**

*People First (Utica Municipal Housing Authority) / John Furman*  
*February 22, 2023*

In response to your survey, here are some potential ways the Housing Authority could use HOME- ARP funds to benefit those in need. (These ideas are intended for discussion purposes only.)

### **1, Those who are experiencing homelessness; Continued funding of the Coordinated Homeless Program.**

Our Coordinated Homeless Response System now has empirical data demonstrating the value of a homeless partnership among the Salvation Army, Rescue Mission, and the Housing Authority. Funding would enable the project to maintain the daytime drop in centers and expand evening services. A special focus of this initiatives would enable the housing authority to hire a professional full-time Homeless Street Outreach Worker to engage with homeless people on the street. Our ESG funds have not been sufficient to operate a full-scale program. In addition, these funds would help to cover the cost for the continued operation of the Green Team program as well as program enhancements such as career, job and education advisement.

### **2, Those at risk of homelessness; Funding of an on-going eviction prevention and counseling program.**

The proposed program would involve housing counseling, legal assistance, emergency rental assistance, financial literacy, and other supportive services. This program is designed to divert cases from formal legal proceedings via negotiation, and in combination with legal assistance or other supports. The program would do more than provide emergency rental assistance. It would address renters' needs holistically, using a People First Approach. Job or income incomes usually trigger evictions. Counseling staff will help tenants deal with adjacent issues that also threaten housing stability, such as depleted savings, unpaid utility bills, high-cost debt, and health challenges. Funding would be used to hire professional staff and pay furan eviction prevention loan fund.

### **4, Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel).**

#### **Funding of a rental housing counseling program at People First (MHA);**

Through our AmeriCorps program, we have provided rental housing counseling services for over ten years to help people who face barriers to housing find apartments and be responsible tenants. There is no rental housing counseling service in Utica. We have developed the Rent Right Curriculum that trains clients to find and maintain housing. It is important to have sufficient funding to hire professional counselors. The rental housing counseling agency would conduct outreach to landlords and develop a digital database of apartments and landlords. Funds would be used to pay for staff to operate the center as demonstration project. The goal would be to use the HOME-ARP funds to establish a permanent

rental housing counseling agency through HUD and private foundations. These services would complement our existing Section 8 and public housing program.

We greatly appreciate the efforts of the Mayor and the Department of Urban and Economic Development to help the housing authority to serve the homeless and housing vulnerable. The City of Utica has been a strong ally for our programs and services. We greatly appreciate all you do. Please let me know if you need additional information. These recommendations are based upon what works in the field.

We would like to thank you for this opportunity to provide comments on the use of HOME ARP funding.

*Johnson Park Center / Rev. Ursula Meier (COO)*

*February 23, 2023*

- 1) Extra support for the Shelter 1402-1404 WS New Roof, Basement - exit window and air conditioning. With the new roof - place solar on roof to increase sustainability for shelter. 1402-04 WS has an excellent location for solar.
- 2) Create a rental Readiness program in the NEW community center. For example attend 8 classes and if completed get furniture Voucher. Other programming - social – skill building classes.
- 3) 3) Provide start-up Food and Household items for the homeless ready to move into an apartment.
- 4) 201 - Make 1st Floor for homeless (SRO) that cannot qualify for rent subsidies or sanctioned and the city will pay monthly fee and supervision (only woman). 3 medium-large and 1 small room and Kitchen, Dining Room

*Rescue Mission of Utica / Wendy Goetz (Executive Director)*

*February 23, 2023*

We are seeing the need for the provision of medically monitored safe injection sites (SIS) for the homeless and those who are housed as many people are evicted from housing for issues related to substance use.

As we all know, warming stations/drop in centers/navigation centers/emergency shelters/non-congregate shelter units are not currently SIS sites. A person can be under the influence and receive services and many are under the influence of both legal and illegal substances on a daily basis, however that is different than allowing someone to knowingly shoot up /using illegal substances onsite. Hence the need for a dedicated SIS site.

In the last year through the provision of funding, through the city, we have made tremendous progress in the provision of low Barrier Drop In Center/Navigation Center/Warming Station services and in engaging the collaboration of multiple local agencies to provide onsite services at our Drop In Center.

We are seeing increased need at both our Drop in Center & OTDA certified Emergency Shelter for intensive case management (low caseload of clients per case manager). Particularly intensive case management with individuals experiencing homeless with mental illness/ substance abuse and the need for intensive case management to prevent evictions after the individual is housed.

We would like to use Home Funds to hire intensive case managers with a low case load of clients. The case managers would follow the client from being street homeless to continue to provide case management services once the client is housed. Currently once we house someone there is not a mechanism/funding for us to provide follow up case management services. This would allow the same case managers to establish individualized trust relationship, based on a person centered care approach that meets the individual where they are at, offering services they want to receive. Most importantly allows for continuity of care.

We desire to continue to operate the Drop in Center/Navigation Center/Warming Center. During this Code Blue Season, we have found that a larger space is needed or scattered site model as an option. Perhaps we offer a non-congregate shelter units in conjunction with several the Drop In Center/Navigation Centers in multiple locations throughout the city. Perhaps using the cottage houses at the grounds of the old psych center off of York Street.

We are also interested in providing dedicated case management services to sexual assault victims and services to those who are being trafficked/fleeing domestic abuse.

In summary we would like to explore options to provide intensive case management to individual's experience homelessness and other vulnerable populations with a continence with the same case manager to those with risk of housing instability once they are housed to prevent evictions. We would like to explore options related to the acquisition and development of non-congregate shelter units, to continue to operate the Drop In Center/Navigation Center/Warming center, perhaps moving to a larger location or use a scattered site model across the city.

We are also interested in developing of affordable housing units or single family homes.

*Salvation Army of Utica / Captain Michael Harrington (Corps Officer)*  
*February 24, 2023*

#### **INNOVATIVE HOPE & WELLNESS CENTER PROPOSAL**

The commitment of The Salvation Army and the City of Utica to address the housing/shelter needs and wellness of the city's most vulnerable has been long established. Our shared goal of working collaboratively to address the social determinants of health in the development of programs / services that respond to the needs of Utica's homeless and other vulnerable populations is an ongoing mission. The Salvation Army programs serves as a "crossing guard" at the intersection of living in concentrated poverty, food insecurity, substance abuse disorders, poor health and wellness, limited access to resources combined with [and driven by] the collateral impact of an individual's mental health/trauma-enabled needs.

Families and individuals who are not able to address their basic needs such as food, shelter, health/wellness, clothing, self-sufficiency achievement, not only lose the ability to vision a future [hope] for themselves and their family members but also lack the ability to envision a future without “systemic dependency.” This lack of hope leads to a path of dependency on emergency/crisis services, a dependency on our health care/hospital’s emergency departments, social service programs, the inability to benefit from traditional interventions, and a struggle to achieve long-term, multi-dimensional wellness.

The Salvation Army has actively been developing an innovative, cross-systems and cross-service *Center of Hope* staffed with skilled wellness case managers and support workers who are able to listen to and provide guidance towards total wellness and independent living. Our relationship with our partner-agencies enables us to respond to the multi-dimensional wellness needs of our Utica-area residents through referrals, collaborative intakes, and direct on-site contact through our Center. Our targeted, rapid-response services will include individuals who are considered “super users” of our health/behavioral health care emergency services, those who are new to wellness and recovery, members of special populations [including those with disabilities or those experiencing homelessness] and their family members. The vision for the *Center of Hope* is a comprehensive health, safety, and wellness approach that integrates access to treatment resources, self-help supports, responds to socioeconomic needs [such as food insecurity and rental assistance], assists with obtaining the necessary skill sets to guide and offer HOPE for a life free from poverty, and a life full of health and wellness.

#### **STATEMENT OF NEED**

The *Center of Hope* will be in the City of Utica at The Salvation Army Citadel, 14 Clinton Place, Utica. Although our area is blessed with many healthcare venues, several substance use disorder outpatient clinics, an addiction stabilization center, a short-term inpatient treatment facility and a long-term treatment center, there is not an independent, community-based site where comprehensive, cross-system wellness supports are readily accessible for vulnerable individuals and families. No “clinical” or diagnostic criteria to meet... No sanctions from access... No “wrong insurance” ... but rather a place where we listen, gather information, make referrals, provide a hot balanced meal, offer spiritual comfort and guidance, assist with obtaining – and keeping – housing, relationship-building, interpersonal skills building, and self-management skills. The *Center of Hope* offers a gateway to “Life Restoration” – a “process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.” – Recovery Research Institute 2021

#### **WELLNESS APPROACH**

The *Center of Hope* will offer higher levels of social support so that individuals [when impacted by life’s negative events] will experience fewer negative results, defined as “social buffering”. As social creatures it only makes sense that having a strong social support network helps an individual maintain positive physical and mental health.

While developing a commitment to wellness, individuals are subject a variety of emotions that can add to severe stress and the feeling of apprehension associated with early stages of change. This is when individuals can benefit the most from the helping relationship which serves to reduce anxiety, stress, depression, and isolation that often contribute to “giving up” and returning to unhealthy dependencies of social welfare systems.

The foundation of successful change is empowerment and the ability to simultaneously address the eight (8) dimensions which include physical wellness, socio-cultural wellness, financial wellness, environmental wellness, occupational wellness, spiritual wellness, intellectual wellness, and emotional wellness.

Strong support helps individuals and family's power through setbacks, which are a natural part of life. How individuals manage and cope with these setbacks depends a lot on their "wellness capital." Resilience is a key component in achieving wellness- not only for the individual but also for their family and their community.

Resiliency [hope] is supported by four (4) major pillars that support a life of wellness. These pillars are evidenced-based and know, more commonly, as the "**Pillars of Recovery and Wellness**". These pillars support the "bridge" leading out of poverty and dependency. These pillars are proven successful in addressing other health and life challenges.

**These 4 pillars are:**

1. **Health**: overcoming or managing one's life challenges as well as living in a physically and emotionally healthy way.
2. **Home**: a stable and safe place to live.
3. **Purpose**: meaningful activities, such as a job, school, volunteerism, self-efficacy; and
4. **Community**: relationships & social networks that provide support, friendship, love, and hope.

It is on these four pillars, that The *Center of Hope* will make its foundation in our community. Through a partnering approach The *Center of Hope* will provide the opportunity for participants to solidify their wellness goals, offer training to address skill deficits, referrals for appropriate services, wellness coaching, family support navigation, advocacy, prevention, recovery, fitness and most importantly, community. This opportunity and hope for long-term wellness will be provided through our relationships with partnering agencies which include the Mohawk Valley Housing Authority, Helio Heath, ICAN, Community Health and Behavioral Services, Upstate Family Health, ACR Health, the Mobile Crisis Assessment Team, CNY Health Homes, and the Center for Family Life.

The goals of our program are to assist individuals with the attainment of wellness and resilience, aid with stable housing, reduce barriers to employment, assist with education, and secure the necessary social supports in their community to ensure a good and sustainable quality of life.

**OUTCOME AND IMPACT**

There are many economic benefits and outcomes from multidimensional wellness: individuals can live their lives better, they are able to enjoy time with family/friends, and to become contributing members in their communities. With a comprehensive, innovative approach to achieving wellness outcomes, every citizen in our community can contribute to the success and the improvement in the quality of life. Proposed impacts include.

1. Trained community partners in The Salvation Army's *Center of Hope* initiative;
2. The development of a community-wide network of supportive resources;
3. A reliable, relationship-focused, support center with crisis response services;
4. The assessment of needs and development of a comprehensive plan for 150 unique individuals/family members. Tools to include:

- a. Comprehensive assessment and client data tracking (TBD)
  - b. Personal strengths / wellness capital assessments
  - c. URICA assessment (evidence based)
  - d. Client Self Sufficiency Matrix
5. Service Provision and Brokering: act as service provider and/or primary referral source to other providers, identifying additional resources available for clients (Health Homes, medical referrals, connections with PCP's, health care and behavioral health specialists, housing referrals and support (rental assistance), addressing food insecurity, harm reduction initiatives, spiritual ministry and pastoral care, informational presentations, youth programs, etc.)
  6. Service and system navigator, coming alongside the client to assure service outcome success
  7. Outreach, homebased and center-based visits, and contact
  8. Determine eligibility and track client assistance resources based on a care plan and service coordination goals
  9. Access to food pantries, soup kitchens, other basic need resources

*Utica Center for Development / Vincent Scalise (Executive Director)*  
*February 24, 2023*

We cannot just keep increasing funding to the same programs year after year and think that the problem will get better. I have proposed this in the past and I still believe it can work.

Fund me to build a new “no barrier” shelter in an area to be determined (possibly on the old state campus), this shelter would be manned 24/7 and we will provide case management, mental/physical health, and addiction services. I truly believe we can have a higher success rate if we provide high intensity services to those that need it. We all know the issues people are suffering from, but you can't treat homelessness unless you treat the symptoms that led to the person becoming homeless. I am more than willing to work with you to development this program and bring it into reality.

Thank you and feel free to call me anytime to discuss

315-982-7819

*Morrow Warming Center / Cathy Marsh (Managing Director)*  
*February 27, 2023*

We are convinced that the goal should be housing people. Housing First and not housing only. Navigation centers with 'Housing Navigators' teams could be the first step. Housing Navigators would connect clients to services needed to housing related services and choices in housing. First you get them housing and then you wrap the supports around them. Support teams could help each person after housing (and should ) include people to help each client with their housing goals, their choices in connection with services, and support in their goals so that they can be successful being housed. These teams are described well in this video from Pathways to Housing. Housing First: Principles Into Practice #4

Navigation centers should start with a smaller number as a pilot. Navigation centers must be low barrier. No reason except violence against themselves, staff, or others should keep them out. There should be no body searches or demands for sobriety. All things that prevent people from walking through the door should be examined and the voices of the clients should be heard and considered in how the place is treating them.

Staff in the navigation center needs to be trained to work with people humanely. (This needs to happen in the shelters and centers we have currently) Training of staff is of utmost importance and one of the most challenging things to do. Every day I hear of how people have been mistreated, yelled at, dehumanized and other things by staff that is not trained to handle complex situations. I do not know how much the city funds will cover in terms of staffing or other expenses, but I do know that it is incredibly important to do this correctly. After the navigation centers, a real concentration on affordable housing availability should be a priority. A landlord incentive with training for landlords in handling a more difficult population. It has been successful in other places to train landlords almost as first step caseworkers. In other words, landlords are given skills and information to help their tenants. Housing navigation teams should concentrate on housing people. Some of the funds could help landlords get their housing up to codes and landlords should be held accountable. Some of the funds could be used for more small studio units or multi-room houses with a central kitchen for options. We have many types of buildings in our city that could provide different experiences in housing.

Most of this is described in the brief the city commissioned. It is important to do this well at the beginning if we want to change the trajectory of the current situation in our community. As we are finding here, at Cornerstone Church, even people that might be considered housed are in a precarious position that could change suddenly because of the situation they are staying in. Many more people than originally realized.

We also need to recognize that currently there is no low barrier 24-hour shelter/ center/. Both Rescue Mission and Salvation Army have put up barriers for people using their facilities. In the interim we need a truly 24 hour low barrier place for people to be warm or cool in the summer.

As for what Cornerstone would like to do, first and foremost, is to advocate and connect people with what they need. Since Kelly Conroy Scott from the COC has been here, we are seeing how many people have not been reached by the daytime centers we currently have. We would like to continue to provide needs like showers and food services and help with filling out forms, etc. We would like to build social enterprises that can help people get skills or renew skills that they have. In the process they build connections with others. We want to continue to connect people into the community around them and identify weaknesses in their housing or non-housing situations. So if we were funded as an Evening Drop-in Center that would help greatly with this neglected and vulnerable population.

People are also bored, which is why we are working on starting an Art from the Streets type program like what is done in Austin, Texas in cooperation with the NYS dept of Health.



Services are not the only thing people need, but things to engage and build community are also important. We would love to do more such programming, such as cooking, gardening, and other things that could build skills and confidence and connection. People are not just numbers in the system of services, they need to connect to things that make them human. All of this is also important to reduce people's need for drugs if they suffer from addiction or help with various mental illnesses.

In addition, we are willing to train people in working with this population. We can help people understand the struggles and how to relate, speak, handle people who have difficult circumstances, mental stresses, and addiction problems. We would like to educate people on poverty and homelessness and ways to help people rise above their circumstances. We would like to provide a place to learn for people both currently in social service, people interested in this area of social services and the general public. Developing teams that think and work differently sometimes takes people who haven't been in the system. We have good relationships with many different service workers who understand the various needs and how to effectively work with people who are having the worst days of their lives. This could also be a center for education, skills development, and creative therapeutic activities that can establish the connections between people that everyone desperately needs.

Hopefully, as we go on we can all learn to support each other and make our community better. A Utica that does its best to take care of all of its people is a beautiful thing.

*UNHS Homeownership Center /Danielle Smith (CEO)*  
*June30, 2022*

### **HomeOwnershipCenter & Lead-Free Healthy Homes MV Comments on the Draft Utica Housing Study**

Our agency and staff agree with the Following:

Downtown housing, specifically market rate loft style units, have improved since the 1990's. However, there are still numerous apartments above businesses on Genesee Street and within the commercial district that could be renovated and occupied.

Numerous new 1–2-bedroom affordable housing units for extremely low-income household have been created including those at West Street, Roosevelt, and Asteri at Jeffrey Hardware.

Poverty is still extremely high at 30% in the city of Utica and high poverty neighborhoods/census tracts have particularly poor housing conditions, high rates of disinvestment, and the highest rates of lead poisoning.

Not sure how it's going to get funded, but like that the city is beginning to think about options for the St. Elizabeth's campus. Single family middle income/market rate housing with mixed use commercial development along Genesee Street is certainly worth considering, although the new construction redevelopment costs are high without subsidies like tax credits.

The Downtown hospital is not going to have a huge day-to-day impact on retail, but if the relocation of doctors and staff to live downtown happens it could help spur economic activity in the commercial districts of the city.

Utica needs to secure its market share of Wolf Speed employees relocating to the area, but would like to acknowledge that it could be difficult given Proctor high school's reputation in comparison to New Hartford, Whitesboro, and Sauquoit.

Utica has an incredible need for middle-income working-class housing for residents that are not high earners, but don't qualify housing assistance programs. Also agree there is low demand for housing in Utica because the surrounding areas and suburbs offer this type of housing.

Housing strategies need to close affordability gaps and reduce the concentration of poverty. Housing strategy must grow confidence of households and willingness to pay to improve housing stock, particularly concentrated on residential high-need housing blocks, in transitional neighborhoods or on the edge stronger geographies and submarkets.

Creating stronger neighborhoods and opportunities for residents of all income levels to move up is critical. Higher income individuals need to be able to move into homeownership opening up rental units for lower income individuals and families so units that should be condemned can be demolished.

Development of new downtown housing and persistence of affordability problems are trends in Utica that become more obvious when compared to Oneida County.

Population loss has resulted in drop in demand of housing, increased vacancy rates, deteriorated property conditions, lower housing values and disinvestment which are dramatic.

Recognize that population is growing, but number of actual households are larger and there are fewer of them. This is a trend that will continue only if the city continues to get large numbers of resettled refugees.

Both observations about demand that households \$50K plus per year could easily afford housing in the region and that households between \$35-\$50K may struggle seems accurate. Although, they're not cost burdened expenses related to housing are still not affordable.

Even though there is rural poverty in Oneida County, the City of Utica has the vast majority of low-income households, more concentrated poverty, and highest need when compared to Oneida County as a whole. The County needs to figure out how to encourage additional public housing units, vouchers and affordable housing in areas outside of Utica to address rural poverty rather than having poverty concentrate in Utica.

Demand definitely remains under-represented in the city due to suburban relocation, segregated settlement patterns, and discriminatory policies like redlining, which have left certain census tracts with incredibly high need and very low demand. Both North Utica and South Utica represent high demand

neighborhoods, with the exception of areas along the Parkway, Sherman Drive, and New downtown lofts those earnings over 150,000 per year are not living in Utica.

If the city of Utica it could get its fair share additional 3,369 households earning \$50,000 or more it would increase reinvestment in existing housing, support new housing investments, strengthen property values, and the tax base.

Looking at the housing distribution map, we would generally agree with the evaluation. Although, it was surprising that the area between Elizabeth St and Rutger St near Mohawk St is doing better than I would have expected having driven through there recently. Visually it looks entrenched in poverty. The same goes for the area east of Oneida Square between Park Ave and Hobart St that is a neighborhood that does not appear to classify as average. Our staff walks through that neighborhood pretty frequently and it appears to definitely be below average, at least visually.

Expected the neighborhood surrounding MVCC to generally be above average. Perhaps the two municipal housing complexes may be skewing the overall income of that census block. Higher demand for housing is at the perimeter in the city and agree the softest markets include areas with small multifamily two to four units. Based on our knowledge from the administration of the City HUD entitlement funds and lead grant, we recognize that 90% of housing was built before 1978 and that the oldest housing (pre-1940) is in deplorable condition and makes up a lot of low-income housing stock. We also recognize that nearly 90% owner occupied units are in the city strongest submarkets and that the softest submarkets are in fact where rental properties exist.

Absentee ownership is also in these softest markets which makes it incredibly difficult for them to want to invest in those areas or apply for grant funding that's available to make such investments. Landlord participation, that are not owner-occupied rental units, is very rare. Landlords hardly ever apply for assistance through programs that are specifically designated to assist non-owner-occupied rentals. It is also recognized that absentee landlord units have a greater number of code violations and lead poisoning citations. The home inspections conducted as part of our housing rehab grants indicate housing conditions here are much worse the national average. For example, the HUD lead grant average cost per unit is \$10,000, the Utica average cost per unit for lead hazard control measures is nearly 19,000 per unit. Quite frankly 37% of properties in the lowest income markets with an actual code violations seems lower than it probably is in reality.

Regarding rents increasing in the softest submarkets and reflecting competition among households in need of apartments as last resort, our agency has observed that the rental moratorium paired with bad experiences and destruction of apartments has meant that landlords refuse to rent units out. They are essentially being asked to take on the least predictable tenants at the lowest rental rates and they're not willing to do it. Even when it comes to the worst housing, rents are high because landlords are taking on an extreme amount of risk and that's the price, they are demanding to take on that level of risk. Landlords have expressed that they are consistently get burned by having bad tenants that don't pay or ruin apartments that can no longer be rented out.

City of Utica population has declined from roughly 120,000 down to 65,000 and even though some properties have been demolished, there's adequate housing stock, it just isn't available because landlords aren't willing to invest the money to bring them up to code, aren't willing to rent them out do

the past experience, and/or lack of payment by tenant. The recent rental moratorium helped tenants but has only made the situation worse since many landlords stopped renting some of their units entirely.

It is not a surprise that Utica softer submarkets have the largest family sizes since those are the apartments that recent refugees can afford. Also, not surprising that stronger markets have on average older couples living in them, whose children no longer live there, that do not need housing that large. A lack of quality senior housing (not nursing homes or assisted care) in desirable neighborhoods does not exist with the exception of Masonic, therefore, wealthier smaller family size households are not moving out or downsizing.

Young professionals and those just starting families looking to move from moderately priced apartments into homeownership but are not moving up because the housing stock isn't available, therefore they are definitely occupying apartments that could be open to lower income individuals, if first time homeownership within the city was stronger.

Not a surprise that white non-Hispanic residents are occupying housing in the strongest markets and that historically racially marginalized neighborhoods are the weakest demand/high needs markets. The city is extremely segregated when it comes to race and socioeconomic status.

Stagnation in job promotions has probably contributed to lack of upward mobility in housing. If those in upper-level jobs/positions are hesitant to leave, then younger staff cannot be promoted into those positions and income levels don't increase and the ability to move into better housing or homeownership is less likely.

There is a deficit for rental units for upper income renters which forces many of them to look down market and occupy rental units that are lower cost than what they can afford; putting pressure on low income renters who need to go up market in order to rent.

The demand segment is in the habit of spending a relatively small share of income housing, this combined with the fear of making home investments that will not have a return on investment has impacted local investment levels, condition of existing housing, and desire for new housing in the city. Current construction costs for new housing are incredibly high compared to what you could actually sell a house for in the city, particularly when compared to neighboring suburbs. Even if nicer newer housing was built in the Utica, there is still have a perception problem about the school district. Getting people from Wolf Speed to relocate here with children is going to be difficult particularly given New Hartford School District's academic attainment.

As the housing agency that provides housing rehab and lead hazard control remediation, we would certainly agree that the housing need in Utica is highly concentrated and far outstrips current interventions and resources. We also appreciate the fact that the report recognizes lead poisoning and environmental health hazards as an issue that Utica faces and has increased the cost of any type of housing intervention, repair, remediation, and/or construction.

Many of the housing programs our agency administers will address multiple aspects of housing need including affordability and safety by concentrating on housing repairs in a relatively close geographic proximity (all on the same block). Concentrating those efforts in transitional neighborhoods that border

stronger markets would certainly have more impact than housing efforts being scattered throughout the city. However, many programs that are citywide, are on a first come - first serve basis relying on low income or qualified applicants to self-identify. Even when outreach is conducted in specific neighborhoods it does not guarantee that those are the resident that apply, make it through the process, and receive assistance.

It has been our experience the owner-occupied rental units are more willing to invest and participate in assistance programs than landlords that do not live in the properties.

Utica's challenges are likely a result of low income, not a result of extreme high housing costs. Agree that a typical household could afford the typical apartment in the submarkets. Ideally, the City of Utica and Oneida County need to figure out how to increase employment rather than increase the number of vouchers. This area is economically depressed, people are earning less than average or are seriously underemployed. They are relying on vouchers and housing assistance to make ends meet rather than increasing wages through employment.

Housing vouchers and housing assistance fills an immediate need, but does not actually address the root cause of low income individuals not being able to afford housing. Those households need assistance to increase their income so that they are no longer relying on vouchers and assistance. Many assistance programs have and what is referred to as a benefit cliff that disincentivizes low-income individuals from increasing their income, particularly if they're going to lose their benefits.

A pre rental inspection program to ensure affordable housing is safe, along with a recurring certificate of occupancy program, could help ensure that maintenance is being done on properties by landlords. Looking at the goals on page 39, our agency generally agrees with all of the recommendations.

Many assets and infrastructure should be rightsized based on the decrease in population from 120,000 to 65,000. Acquiring and holding vacant land, removing blighted structures, and adjusting infrastructure to fit current/future needs could help address this.

We would also agree with all potential market target market recommendations pages 40 and 41. Our agency offers several programs that provide assistance for first time homebuyers, financial coaching, and foreclosure prevention.

More mixed income environments need to be created whenever possible since extreme poverty and extreme wealth are concentrated within a few census tracks.

Housing should be used as a fluid ladder for opportunity and having people move up in housing stock would open up opportunities for those at lower levels. Home ownership is the most easily accessible way to build personal wealth.

The fact that the plan recognizes that Elizabeth campus will need to be redeveloped and a strategy will be necessary for redevelopment is appreciated. It is adjacent to one of the strongest markets so single family home ownership or higher quality apartments would be appropriate. This may also be in area to focus senior housing since many households in that area could downsize.

Concentrating revitalization around areas with strong cultural assets and mixed market conditions, per the map on page 55, is important. State Street is an area with a lot of potential. Currently there is a need to address the discrepancy between properties owned/maintained by Munson Williams versus housing that is in very poor condition. The heavy concentration of homeless individuals receiving services, heavy drug use and mental health issues will also need to be addressed. There are similar issues related to Rutger Street and the Rescue Mission although the Mission seems to have increased their capacity and workforce programs to address the audience there for services.

The HomeOwnership Center provides financial assistance to first-time homebuyers, assists rentals and owner-occupied properties with safety repairs, and offers a first-time homebuyer plus rehab program to fix up single-family homes. There is interest in supporting a program for duplex owner-occupied landlord opportunities where a new home buyer could have rental income.

It was appreciated that the plan recognized that very low-income individuals could not afford the cost burden of homeownership.

Many of the housing rehab programs that use federal or state resources cover a majority of common council districts and/or are citywide. Other key interventions will also be required to support neighborhood revitalization, improve aesthetics, increase safety, and generate higher property values. Looking at the chart on the bottom of page 56, it is our opinion that these are the correct activities, but \$3 million isn't even close to doing the things you have on that list. Soft second mortgages/home equity loans for \$15,000 per property would barely make a dent in the renovation required for the housing stock in Utica. We do not disagree that type of lending is necessary, just that the funding level is incredibly low. Given our most recent experience with an ARPA exterior rehab program that easily expended \$2 million and still has a waitlist. Currently, there is a \$5.4 million investment with the city and philanthropy to address lead hazard control measures and it is only addressing 75 units. Given City HOME, CDBG, and other HUD entitlement funding, the thought that 50 rental units can be repaired or have necessary interventions completed for \$1,000,000 is honestly ridiculous.

*Fior Daliza Fernandez (Private Citizen)*

*February 24, 2023*

To whom it may concern:

We address your highest authorities with the firm purpose of leaving you edified of our firm intention to remove this youth that we have in our streets which is in development and with no one so far to help them do something concrete, for the same reason we make this communication with the first purpose of taking our first steps with you.

We have two buildings that are currently undergoing renovations. Those buildings are located in 216-218 Rutger St., Utica, NY 13501.

We said goodbye trusting that we could be included in some of your plans that up to now you have been developing with great firmness for our city and for the foundation.

## Mohawk Valley Housing and Homeless Coalition March 19, 2023

Mr. Thomas;

Michael Peek from your office presented this draft HOME-ARP plan to the CoC Plenary meeting group (30+ individuals representing over 20 area human service agencies) on 3/16/2023. It's clear that a lot of thought and effort was put into this draft plan and his presentation to local providers and others working with the homeless persons and families in our region was very professional.

That said, we are facing challenges addressing the growing number of those who are both sheltered homeless and "street" homeless (including those staying in their cars, abandoned buildings, etc.) in Utica and the surrounding area. And while we are still inputting and analyzing the data from our Point-in-Time count of homeless persons and families conducted on 1/25/2023, it's clear that the numbers are way up in nearly every category, including a spike in the number of those homeless for the first time, and a spike in the number of homeless families with dependent children as well as increases in the number of single adults who are homeless and either sheltered or unsheltered. Similar trends were recently documented in nearby Syracuse, NY. See:

[Homeless families spike to never-before numbers in Central New York: 'It's such a crisis' \(msn.com\)](#)

The HOME-ARP Program can be one resource that we use to address this multi-faceted crisis, but from our vantage point here, it's clear that the \$2.3M available from HUD to the City of Utica for this multi-year program will not be sufficient to effectively address even one homeless sub-population in the City of Utica in the next several years. In a nutshell, here are some key challenges we are working to address:

1. For every household that qualifies as homeless and is able to secure shelter or permanent housing, we estimate that there are 2 to 3 households that become homeless for the first time – or for the first time in many years. In other words, no matter how many shelter beds (congregate or non-congregate) we develop for homeless persons, more and more will become homeless filling these beds to capacity in a short period of time and having little to no impact on the number of homeless persons and families overall- and little to no impact on the number of those who are street homeless.
2. A much larger proportion of the single adults who become homeless (compared to previous years) are self-reporting that they are struggling with mental health and/or addiction challenges.
3. The proportion of single adults with a developmental disability is higher now than we've ever seen it: as many as one in five or 20%. They often cannot read or write and have other challenges that interfere with their ability to navigate our complex service systems.
4. The number of families with dependent children dropped over recent years, but since 2021-2022 this number has now gone up dramatically.
5. Even if we (collectively) were to develop a non-congregate shelter bed for every single street homeless adult in Utica right now- there would still be a large (visible) number of street homeless persons in the central Utica area a few months from now.

6. Non-congregate shelters are very expensive to acquire (build or rehabilitate an existing structure) and to operate and provide support services. HOME-ARP funds can only be used to “acquire and develop” or to “acquire land and construct or to rehabilitate existing structures like motels or hotels” (Page 55 Of HUD Notice CPD-21-10). They cannot be used to cover operating costs (but they can be used to provide a variety of support services). Operating costs to keep the building or buildings running could be covered in part by reimbursement from Oneida County DSS via NYS OTDA, however shelters in NYS are subject to a strict set of standards before they can be certified for reimbursement and getting a building to meet these standards will require a willing not-for-profit agency that could do this very complex work. Also, it would take much more than \$2-3M to develop, operate, and staff a non-congregate shelter IF there was either a suitable site (vacant land) or an existing motel willing to sell their facility that could obtain approval from the City for any necessary zoning changes. Based on feedback received at the CoC Plenary meeting on 3/16/2023, it appears unlikely that a local agency would apply to set up and run this program without substantial additional funding for multi-year operations with a clear path to program sustainability.
7. The emphasis for this new HUD funding stream is to **create and maintain new permanent supportive housing units**. This means that these funds cannot be used to create or add new congregate shelter beds in our CoC and cannot be used for a “Navigation” or Drop-In Center for the homeless.

**Our recommendations to the City of Utica for using limited HOME-ARP funds given the above challenges are:**

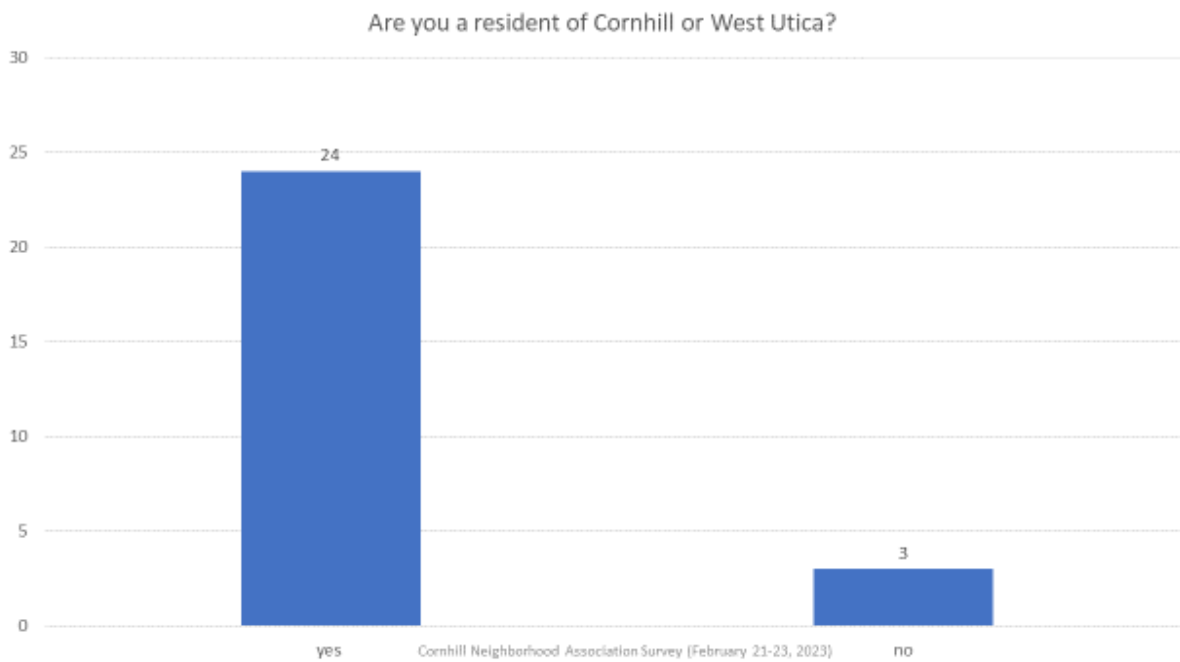
1. Per the explicit suggestion of the HUD Buffalo Field Office, we agree that it would be better to fund fewer projects and programs at a higher level than to scatter these limited funds to many projects and agencies in much smaller amounts.
2. Our homeless families and single adults need permanent housing – not just a short-term place to stay. That said, some (mostly single adults with a behavioral health disability and/or cognitive impairments) are not able to initially manage living in isolation in their own apartment, but do require a non-congregate setting where they have their own secure room- or are in a small apartment with others in the same building who are also in their own units- but with common space for meals and socialization. This funding stream will also not support what HUD calls “Transitional Housing: or TH. It will however support rental assistance and staffing costs for a building that can provide permanent housing. One way to do this with HOME-ARP funds is to support a “Rapid Rehousing” (RRH) program for high-need homeless single adults that counts as ‘placing households in permanent housing’. If this funding stream provided for a 25-30 units RRH program, 15 or so of these units can be in a single building, and the other 15 or so units in the project can be scattered site units obtained on the private rental market. The building for the 15 or so units for those not yet ready, willing or able to live in scattered site units can be acquired via a master lease for single building. This requires finding a building that will work for both those living there and for the surrounding area.

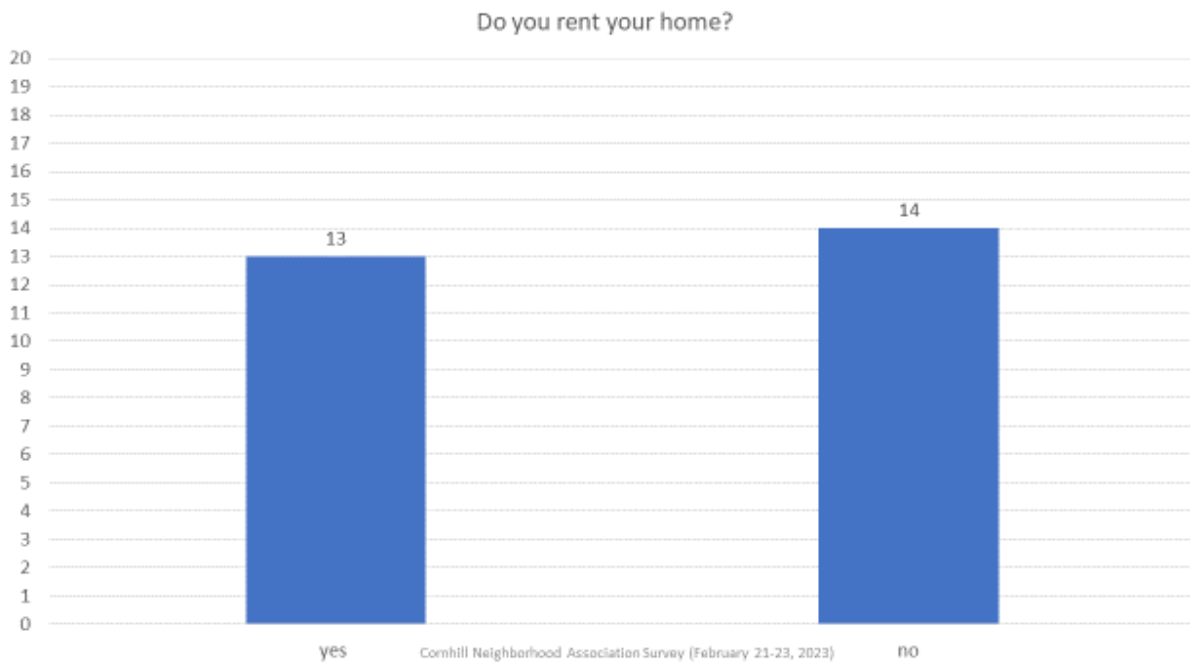
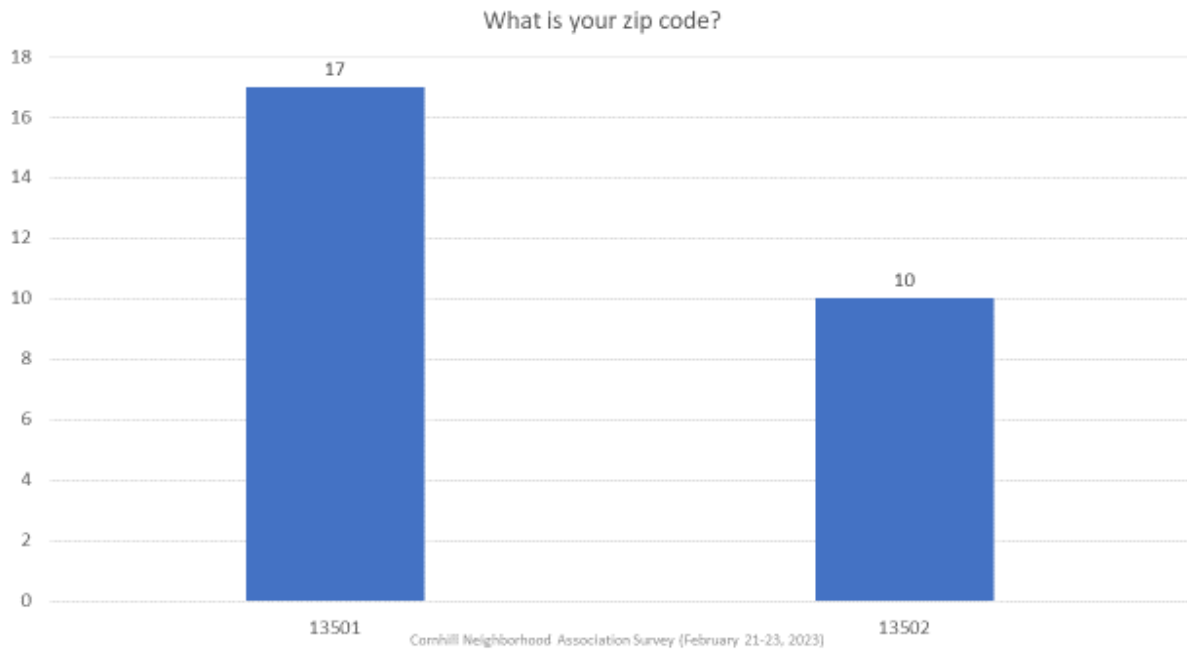


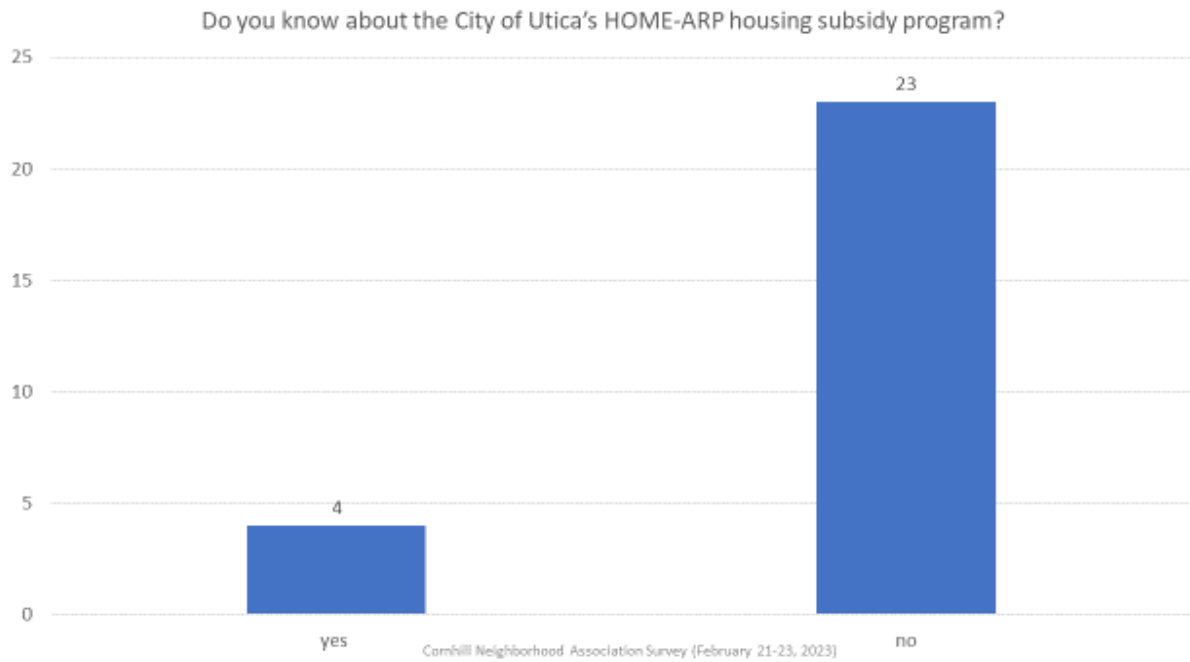
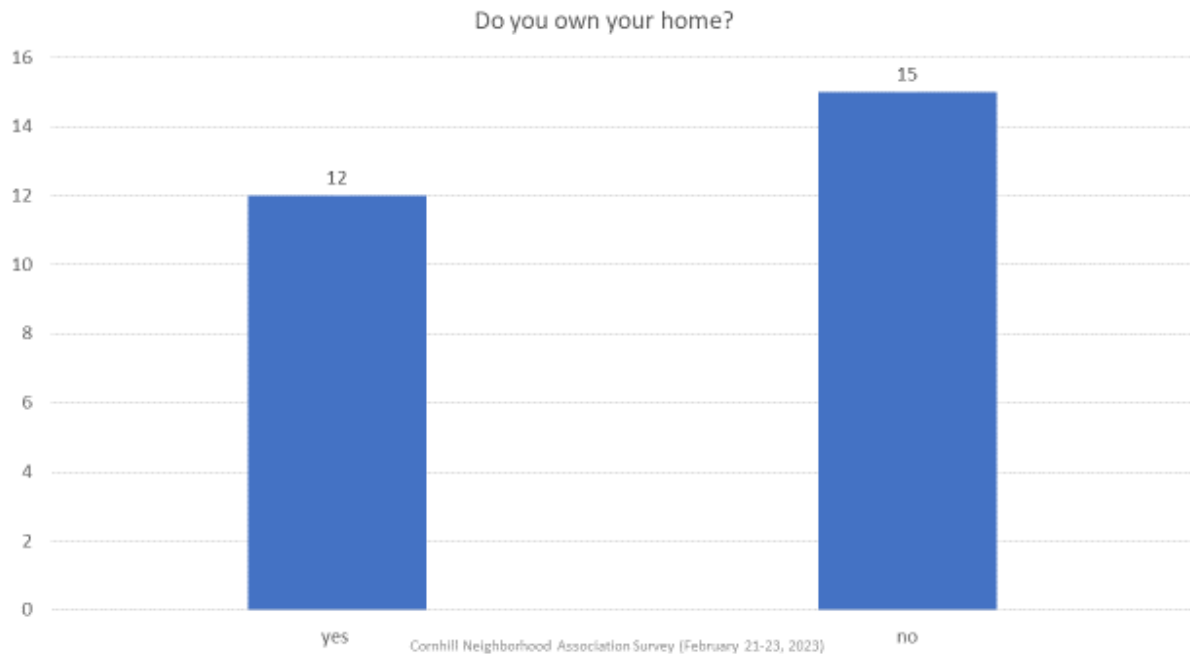
- a. NOTE: This program requires small caseloads for highly skilled staff to provide the long-term engagement and support needed for this population.
  - b. To secure and maintain the housing units for a project like this requires creating and maintaining strong relationships with area landlords who would consider providing a building and or/ providing scattered site rental units that meet HUD standards. Landlord/Tenant Liaison services are eligible for reimbursement with HOME-ARP funds including 1.) Landlord outreach; 2.) Physical inspections and rent reasonable studies as needed to secure units; 3.) Rental application fees and security deposits for clients, and; 4.) Mediation services for housing issues that arise between the owner, property manager, or other residents and clients (per page 50 of the HUD Notice for this Program). We recommend that HOME-ARP funds be allocated to support this function.
  - c. An RFP for a program like this needs to consider a three year time frame. Potential applicants will be discouraged by a one year- or even two year time frame thinking that it would not be sustainable and therefore not worth the heavy investment in staff time and expertise to get a program like this up and running smoothly.
3. As the number of persons and families entering into homelessness exceeds the number who are able to secure shelter or housing, we should address this as well or our homeless response system will become even more overwhelmed than it is at the moment. The City's draft plan includes funding for what HUD call "prevention" and we suggest that these prevention funds are targeted toward households that include dependent children- including households where the head of household is fleeing a domestic violence situation.
4. The many human service agencies serving on the CoC Board and participating in our CoC Planning process and/or delivering homeless assistance services in Utica right now are stretched to the max. Funding for new projects and programs will help to a limited extent- but we need to acknowledge that our local homeless service organizations are stretched very thin and struggling to hire and retain quality staff and to keep existing programs operational and in compliance with funder regulations. Issuing an RFP for a new program could result in receiving no qualified applications as happened recently here in Oneida County. That said, the HOME-ARP Program offers some funding (about 50K) for what they call "operating expense assistance" and what they call "capacity building assistance" which are defined as "reasonable and necessary general operating costs that will result in expansion or improvement of an organization's ability to successfully carry out eligible HOME-ARP activities. We recommend that the City of Utica make this Nonprofit Operating and Capacity Building Assistance available from the HUD HOME-ARP Program via an RFP.
5. Focusing on creating some new permanent housing units combined with slowing the number of families entering the homeless response system as we recommend here are things our community can accomplish in the next year or so but much more needs to be done to create the housing our growing city needs today and in the near future. The CoC is looking forward to continuing our partnership with the City of Utica to address a housing and homelessness crisis that threatens to tarnish efforts to move the city forward and enhance our public spaces in the downtown and park areas of the City of Utica.

## **Appendix D: Consultation Responses (Surveys)**

### **Survey Results Submitted by Cornhill Neighborhood Association February 23, 2023**

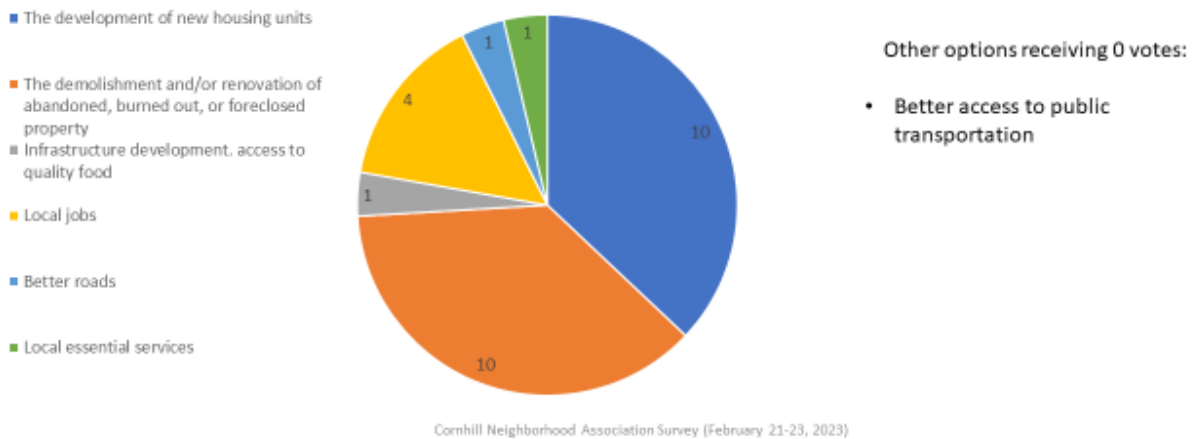




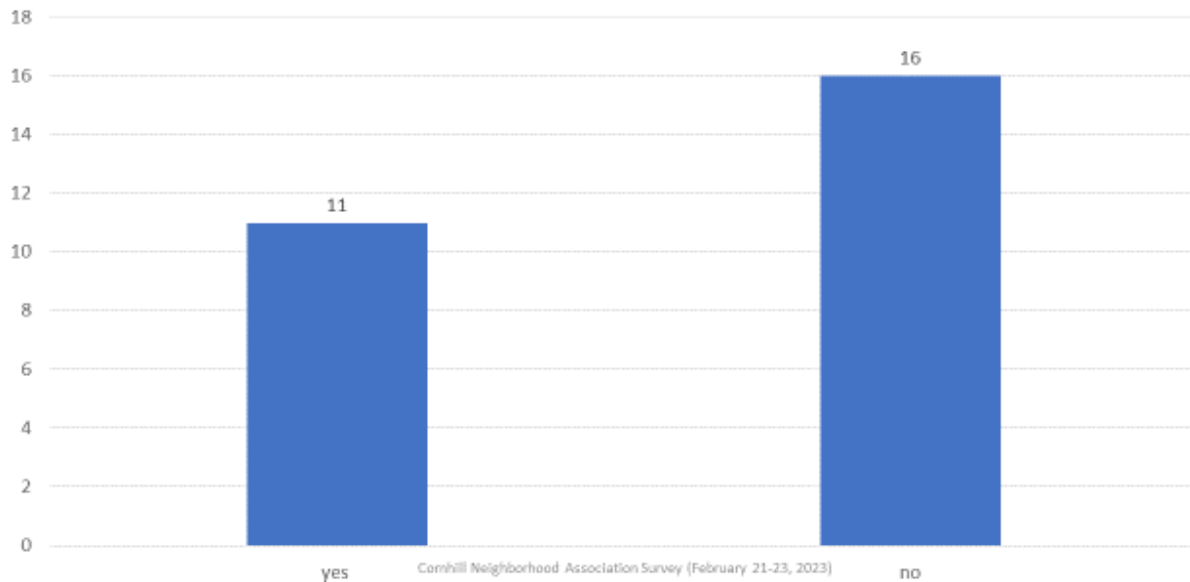




Top priorities based on survey responses to this question: “As a community member what do you consider the important housing needs, or other quality of life needs in your community?”



Is there a priority item that was not on this list that you feel is equally important to your top 3 priorities?

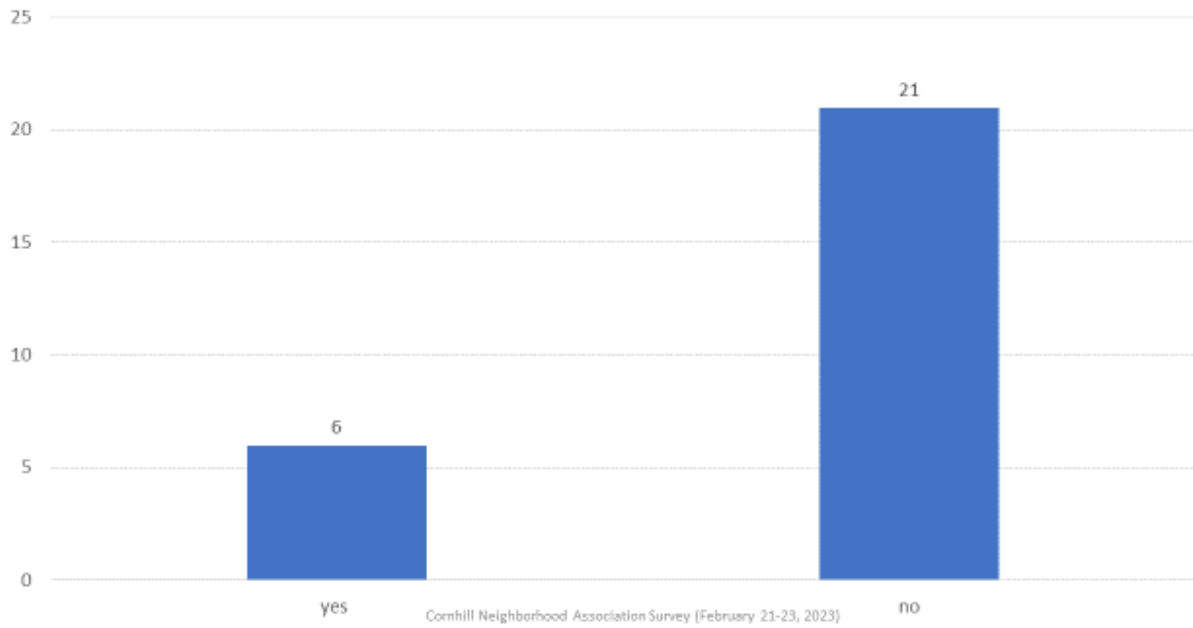


Please explain why you chose yes for the previous question.

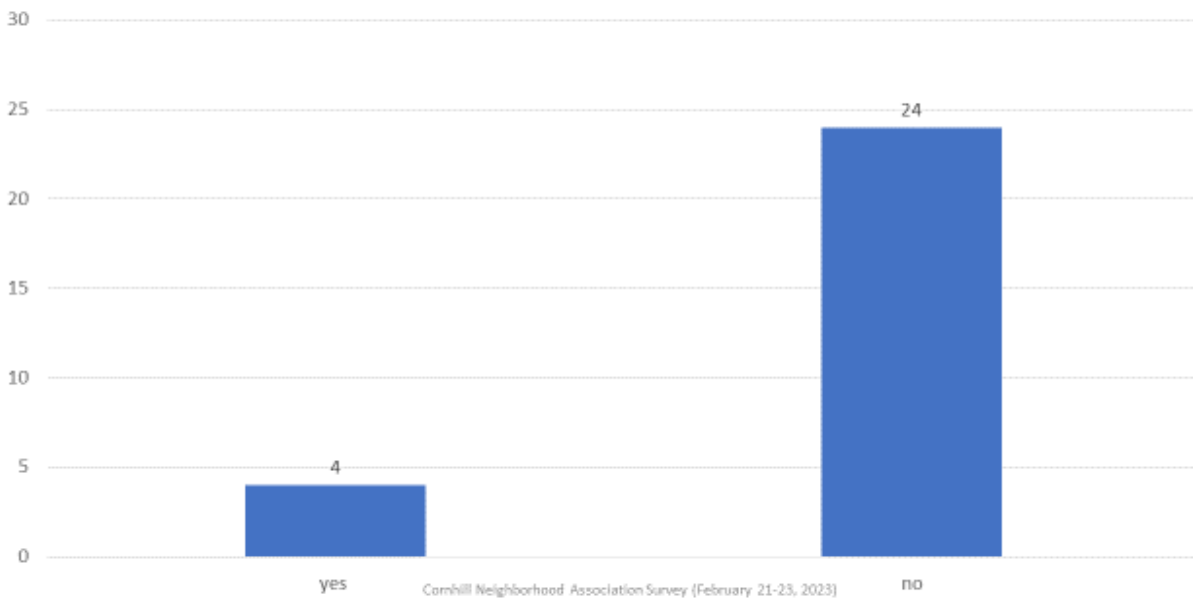
- Community Youth programs/centers
- Youth and Young adult programs
- Affordable daycare
- Lead in the water needs to be addressed.
- Extracurricular activities for local kids near where they live
- Resource HUB/Community Development Center
- I think Home buyer's education should be included.
- we need youth programs like the boys and girls club that closed, and we need year round sports facility.
- jobs inside the community.
- we need a safe community.
- safe community

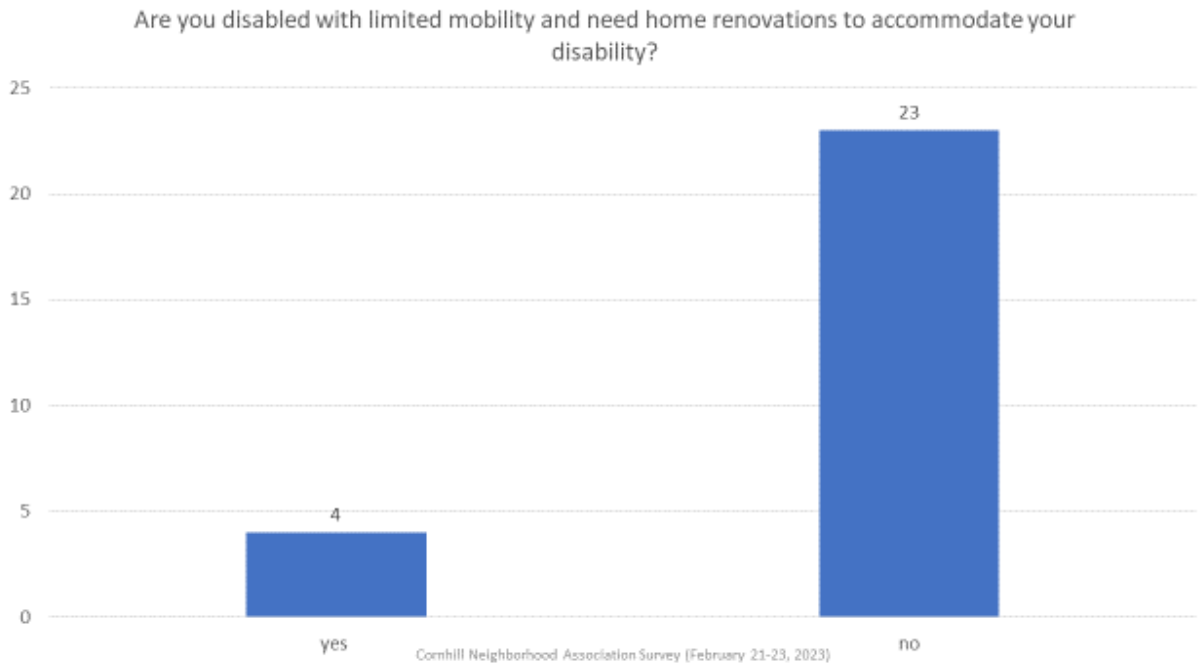
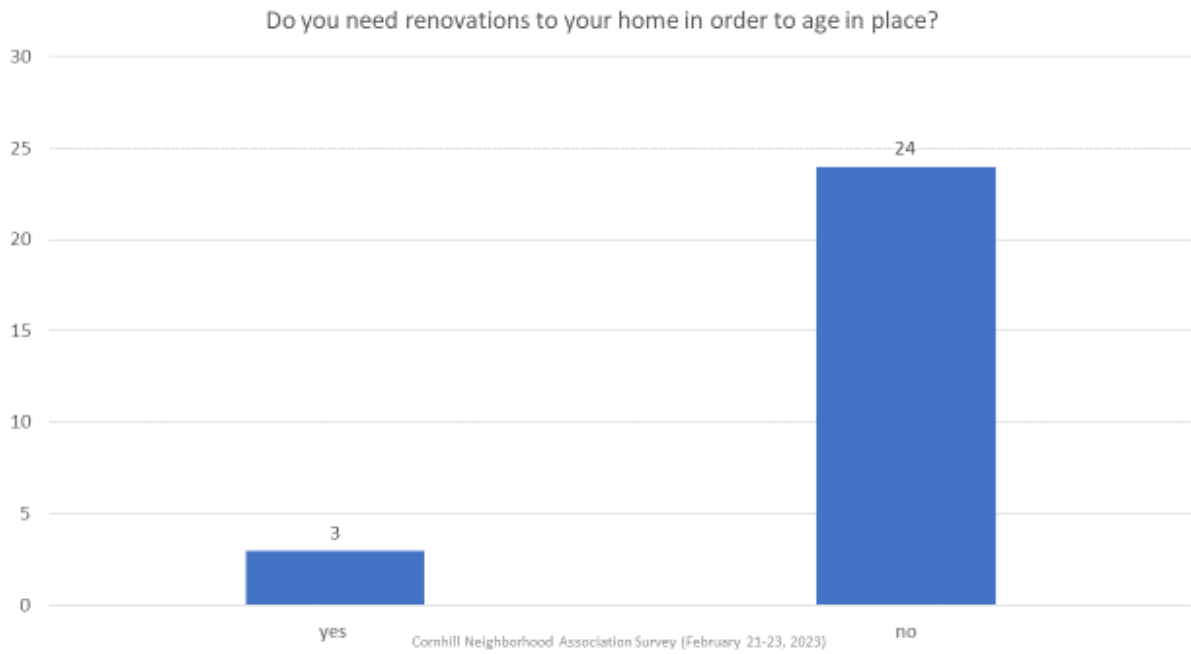
Cornhill Neighborhood Association Survey (February 21-23, 2023)

Are you or a family member in need of tenant based rental assistance?



Are you a senior home owner on a fixed income who needs assistance remaining in your home because of the property tax burden?







## **Appendix E: Public Survey Question Results**

**Q1: Which type of organization(s) below best describes the group with which you are affiliated?**

- a. Other Organization Addressing the Needs of Addressing the Needs of People Experiencing or at Risk Homelessness; People Fleeing Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking; or People with High Risk of Housing Instability (5)
- b. General Public (13)
- c. Fair Housing Organization (2)
- d. Organization Serving People with Disabilities (1)
- e. Homeless Service Provider (2)

**Q2: What unmet housing and service needs do you see among "Qualifying Populations" (people experiencing homelessness, at risk of homelessness, fleeing domestic violence, or otherwise at high risk of housing instability) in the City of Utica?**

- a. We see a strong need to house people in a low income area On Bleecker Street
- b. Senior

- c. I believe that Utica's most pressing need with regards to housing needs is stronger and more "present" codes enforcement. The city has many (once) beautiful properties and buildings that have serious code violations. I realize that it has much to do with the property owners, but I believe they take advantage of the stressors and challenges of the codes department and know that enforcement will be a challenge. We have sufficient housing, but there's a lot that is not habitable due to the codes violations. Another area of concern is rents that are much too high for this area.
- d. Homelessness
- e. Tiny Homes
- f. Homelessness
- g. Homelessness and Child Care scarcity
- h. Movers, storage or moving trucks.
- i. Rent control, new law protecting tenants with or without lease. Home improvement programs
- j. Homeless
- k. Youth. Age range 16-22 transitional age
- l. Domestic Violence, housing instability
- m. affordable housing for large families mostly single mothers with children
- n. No barrier temporary housing
- o. There is a lack of affordable housing that prevents these individuals from obtaining stable housing - even if they were to have a high rent burden. The rent that landlords are asking for has dramatically increased for the same units over the past two years. Many individuals are unaware that they may qualify for subsidized housing, and other individuals in subsidized housing are confused about what they need to do to keep that housing because property managers do not explain tenant obligations.
- p. more housing, codes enforcers when housing is not up to standards
- q. supportive housing that provides assistance in job training, budgeting, etc.
- r. At risk of homelessness
- s. Women with children should be given top priority, then single women because they are at risk.
- t. Low barrier
- u. Rental Housing Counseling Program to be operated by People First/MHA, Eviction prevention, continued funding of walk in centers for the homeless, financial literacy needs, more supports for homeless youth, self-advocacy training for homeless people, benefits advocacy, continued operation of the Green Team program
- v. Access to affordable, high-quality apartments

**Q3: What gaps do you see within the current shelter and housing inventory, as well as the service delivery system in the City of Utica?**

- a. We would like to provide more individualized rooms to at risk population
- b. Utica has many apartment buildings (like the Algonquin, Doctor's Building, etc.) that need rehab. Word is already spreading that when the Olbiston building rehab is complete, the rents are going to be outside the range of affordability for lower income families that depended on them. Rental assistance is a wonderful thing but you have to explore why so many need it and look at what happens when it runs out.
- c. Not enough emergency housing
- d. Shelter can't hold enough people and doesn't have adequate supplies
- e. Large ones like these lot wholes
- f. Not enough homeless shelters
- g. Transitional age 18-24
- h. Not enough of both
- i. There simply isn't enough shelter beds or housing inventory. Need more addition treatment and mental health services.
- j. No barrier temporary housing
- k. There is insufficient affordable housing stock. The current housing stock that is priced in "affordable" ranges is also in bad and rapidly deteriorating conditions as landlords refuse to make repairs. Codes enforcement is severely lacking, and many violations go unaddressed until the building is at the point of being condemned, leaving tenants unhoused through no fault of their own. There is also an unmet need for case management for individuals experiencing housing instability to ensure that individuals get the services they are eligible for.
- l. Not enough
- m. housing stock is old, has not been lead reviewed and tested
- n. Does the City have service delivery? It's invisible. You need to increase it and share information more widely.
- o. Must invest in housing first
- p. More compassionate care for homeless people, more flexibility in the administration of government benefits, financial literacy and benefits training, passage of just cause eviction and the Housing Access voucher program, more accessible housing, units for homeless youth with supports, more one bedroom units, community land trusts to preserve affordable housing, increased codes enforcement, loans and grants to preserve neighborhood housing stock, creation of community development corporations, better public transit
- q. We are the only shelter in Oneida County to accommodate families. Our shelter, unlike many, does provide individual family accommodations.

**Q4: Which eligible use of HOME-ARP funds would be your highest priority within our community?**

- a. Acquisition/Development of Non-Congregate Shelter Units (6)
- b. Development of Affordable Housing (4)
- c. Emergency Solutions Grant (ESG) Services (7)
- d. Rental Assistance (5)

**Q5: For development of affordable housing, what specific needs do you see in our community? How do you think HOME-ARP funds could be used to address those needs?**

- a. These phones could come in great use by providing more individual private spaces close to many organizations that provide Mental Health and are located in a low-cost area in Utica New York On Bleecker Street
- b. Senior Living
- c. Strengthen the Codes department.
- d. Provide single room emergency housing with a general population for personal hygiene and lavatories
- e. Tiny Home community
- f. Let's stop cutting down our trees
- g. More housing like rescue mission
- h. Assist youth homeless, transgender, transitional age
- i. Give non fortunate people the chance to live in better housing
- j. Although a lack of affordable housing is a huge need there are many resources for development. These resources would be better spent on rental assistance or other beneficiary needs related to maintaining housing.
- k. Build affordable family rentals
- l. There is a lack of community-owned and managed affordable housing; most owners are corporations based in other cities and even other states. A neighborhood development corporation could enable tenants in buildings that a
- m. To fix unsafe houses
- n. Rent control units
- o. Affordable housing is one that is low maintenance so that renters can stay in place long enough to begin saving. That means energy efficient and greywater systems installed.
- p. I'm not qualified to answer this effectively however there are community members that work with the homeless populations, they should be listened to.
- q. Funding for new construction and rehabilitation of vacant buildings into homeless housing, transitional housing such as using shipping containers (low cost solution),

financing of housing trust fund to be financed by recording taxes, location of affordable housing in Utica suburbs

- r. We need high-quality housing on the bus line and near services for individuals and families.

**Q6: For rental assistance, what specific needs do you see in our community? How do you think HOME-ARP funds could be used to address those needs?**

- a. Senior Citizens
- b. Rental assistance should come with a required training program on how to maintain a home / apartment and budgetary lessons. I know that little can be done about tenants skewed priorities, but there are many people in this community that let their homes and apartments decay because they don't know how to take care of their living quarters. Also, it's one thing to make rent, but utilities, cleaning supplies, security, etc. need to be taken into budgetary consideration.
- c. Emergency Services Only
- d. I just hear about rent prices that people with low paying jobs would not be able to afford. I think we have available housing, it's just too expensive for low income people. The funds could subsidize rent.
- e. Only rental assistance for working people
- f. Same qualifications
- g. Those in low income
- h. I think rental assistance along with other housing related supports would be very valuable.
- i. Off set rent when it exceeds 30% of a household income
- j. There is a broad need for rental assistance. Many individuals who qualify for assistance such as Section 8 based on their income are stuck on waiting lists due to the limited funding of these programs. Other individuals whose income is just above the limits for existing programs fall into a gap where they cannot afford market rate rent but cannot qualify for assistance. Many tenants also do not have a financial safety net, meaning that an illness or unexpected expense can destabilize their ability to afford rent for many months. HOME-ARP funds could be used to establish rental assistance programs for individuals who do not qualify for other programs. HOME-ARP funds could also be used to establish an emergency assistance program for tenants who temporarily are unable to pay their rent or have rental arrears from being temporarily unable to pay.
- k. Fixing old houses
- l. Security deposits

- m. Renters should be allowed to have savings accounts so they can move up. They shouldn't be penalized for coming out of poverty. Increase the median amount people can make and accept support.
- n. Utica needs more affordable housing
- o. Rental assistance should be combined with mediation and legal assistance, eviction prevention loan fund,
- p. I know that so many of our people are provided with such a small amount of \$ that they're nearly forced into apartments that have deplorable conditions.

**Q7: For supplementing ESG services, what specific needs do you see in our community? How do you think HOME-ARP funds could be used to address those needs?**

- a. Emergency solutions need to be for emergency situations, not everyday respite from responsible living. The areas I've already identified in earlier responses would prevent a lot of "emergencies"
- b. The water fountains working at all the parks
- c. Increase shelter for homeless
- d. Youth in need
- e. Community groups
- f. Make sure the grants pay the administrative costs
- g. There is no "one-stop shop" for housing listings in the Utica area. Simplifying the apartment-finding process for tenants would make it much easier for tenants to connect with the units they can afford. Tenants also frequently need help applying for housing, especially if there are documentation requirements for affordable housing. In addition, many tenants have intersecting issues such as food insecurity or health problems that make it hard to find and keep housing on their own. Establishing a program of social workers who assist tenants in applying for housing and related services and who follow up on tenants' situations past the initial application would greatly benefit these individuals.
- h. Unsure
- i. Effective shelters should embrace a Housing First approach, offer immediate and low-barrier access to anyone facing a housing crisis, and measure shelter performance in order to improve results.
- j. Increased funding for the housing authority to pay for full-time staff to operate homeless street outreach, rental counseling, and eviction prevention
- k. The financial assistance that we have been afforded makes a HUGE difference to our bottom line. Staffing is very difficult and the extra funds assist us greatly.

**Q8: For non-congregate shelter (i.e., individual rooms rather than traditional homeless shelter), what specific needs do you see in our community? How do you think HOME-ARP funds could be used to address those needs?**

- a. Again these phones will be crucial to provide more individualized private living spaces for homeless individuals
- b. Shouldn't
- c. I understand the "dignity" part of individual rooms, but for individuals that fail to engage in a service plan intended to get them OUT of the shelter settings there should be some earning process to be provided with such accommodations. Giving someone who does nothing to help themselves, disregards rules, fails to change behavior or engage in available treatment services to ameliorate the conditions that led to their homelessness, continuing to cycle them through solutions that produce no results will never pay for itself.
- d. Individual rooms
- e. More free certifications for the working class
- f. Youth shelters female, male, all gender
- g. Mental health including addiction treatment
- h. Many individuals have had terrible experiences such as assault at congregate shelters and would rather be on the street than in a congregate shelter as they feel it is safer. Shelters with individual rooms
- i. More
- j. apartment or duplex housing on bus routes to support facilities( addiction day treatment)
- k. There are many buildings downtown which need remediation. Do that, and make them energy and water efficient. Then house people in them until they can get back on their feet.
- l. Studio apartments, apartment sharing, Co-housing, treatment communities, and cooperative housing should be considered. Many disabled do not feel safe in shelters. There should shelters for families. LGBTQ considerations should be respected.
- m. Our shelter does provide individual rooms for families - so not all congregate shelters are equal.

**Q9: Is there anything else you would like to add?**

- a. Things need to be relooked at with regards to the American Rescue Plan. It was well intended to respond to the many crises created by an unforeseen and unprecedented pandemic. Many of the "solutions" were enacted in desperation and without thought about the long-term impact. There are many out there that weren't affected by the pandemic at all that are benefitting from the results that came from

the emergency actions. The funding being wasted on helping those who don't want help (and actually refuse it) . There is plenty of need in this Country where these dollars could make a real difference in lives.,

- b. It needs to be in all areas of the city not just the central part of the city
- c. Help with opening daycare centers and activities for kids
- d. Just give us options on options
- e. Help youth please
- f. Use a Housing First approach, safe and appropriate diversion, immediate and low-barrier access to shelter, housing-focused services, and using data to measure performance. [https://youtu.be/2b\\_7kPrFLMo](https://youtu.be/2b_7kPrFLMo)
- g. Trust the homeless population to work with the city to find solutions that work for the homeless population.
- h. Opinions are my own and do not represent any organization. In response to your survey, here are some potential ways the Housing Authority could use HOME-ARP funds to benefit those in need. (These ideas are intended for discussion purposes only.)
  - 1, Those who are experiencing homelessness; Continued funding of the Coordinated Homeless Program. Our Coordinated Homeless Response System now has empirical data demonstrating the value of a homeless partnership among the Salvation Army, Rescue Mission, and the Housing Authority. Funding would enable the project to maintain the day-time drop in centers and expand evening services. A special focus of this initiatives would enable the housing authority to hire a professional full-time Homeless Street Outreach Worker to engage with homeless people on the street. Our ESG funds have not been sufficient to operate a full-scale program. In addition, these funds would help to cover the cost for the continued operation of the Green Team program as well as program enhancements such as career, job and education advisement.
  - 2, Those at risk of homelessness; Funding of an on-going eviction prevention and counseling program. The proposed program would involve housing counseling, legal assistance, emergency rental assistance, financial literacy, and other supportive services. This program is designed to divert cases from formal legal proceedings via negotiation, and in combination with legal assistance or other supports. The program would do more than provide emergency rental assistance. It would address renters' needs holistically, using a People First Approach. Job or income incomes usually trigger evictions. Counseling staff will help tenants deal with adjacent issues that also threaten housing stability, such as depleted savings, unpaid utility bills, high-cost debt, and health challenges. Funding would be used to hire professional staff and pay for an eviction prevention loan fund.
  - 4, Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel). Funding of a rental housing



counseling program at People First (MHA); Through our AmeriCorps program, we have provided rental housing counseling services for over ten years to help people who face barriers to housing find apartments and be responsible tenants. There is no rental housing counseling service in Utica. We have developed the Rent Right Curriculum that trains clients to find and maintain housing. It is important to have sufficient funding to hire professional counselors. The rental housing counseling agency would conduct outreach to landlords and develop a digital data base of apartments and landlords. Funds would be used to pay for staff to operate the center as a demonstration project. The goal would be to use the HOME-ARP funds to establish a permanent rental housing counseling agency through HUD and private foundations. These services would complement our existing Section 8 and public housing program. We greatly appreciate the efforts of the Mayor and the Department of Urban and Economic Development to help the housing authority to serve the homeless and housing vulnerable. The City of Utica has been a strong ally for our programs and services. We greatly appreciate all you do. Please let me know if you need additional information. These recommendations are based upon what works in the field. We would like to thank you for this opportunity to provide comments on the use of HOME ARP funding.

- i. Emmaus House is one part of our emergency shelter system that provides for a critical need in our community. Providing a safe, loving, and supportive environment for families in need of emergency housing.

## **Appendix F: City of Utica, NY CHAS Data (2022)**

Comprehensive Housing Affordability Strategy ("CHAS") data

Summary Level: MCD

Created on: March 10, 2023

Data for: Utica city, Oneida County, New York

Year Selected: 2015-2019 ACS

Income Distribution Overview	Owner	Renter	Total
Household Income less-than or= 30% HAMFI	955	4,700	5,655
Household Income >30% to less-than or= 50% HAMFI	1,375	2,675	4,050
Household Income >50% to less-than or= 80% HAMFI	2,135	2,000	4,135
Household Income >80% to less-than or=100% HAMFI	1,400	930	2,330
Household Income >100% HAMFI	5,150	1,605	6,755
<b>Total</b>	<b>11,010</b>	<b>11,910</b>	<b>22,920</b>
Housing Problems Overview 1	Owner	Renter	Total
Household has at least 1 of 4 Housing Problems	2,235	6,520	8,755
Household has none of 4 Housing Problems OR cost burden not available, no other problems	8,775	5,390	14,165
<b>Total</b>	<b>11,010</b>	<b>11,910</b>	<b>22,920</b>
Severe Housing Problems Overview 2	Owner	Renter	Total
Household has at least 1 of 4 Severe Housing Problems	935	4,175	5,110
Household has none of 4 Severe Housing Problems OR cost burden not available, no other problems	10,075	7,735	17,810
<b>Total</b>	<b>11,010</b>	<b>11,910</b>	<b>22,920</b>
Housing Cost Burden Overview 3	Owner	Renter	Total
Cost Burden less-than or= 30%	8,800	5,330	14,130
Cost Burden >30% to less-than or= 50%	1,300	2,570	3,870
Cost Burden >50%	774	3,595	4,369
Cost Burden not available	135	415	550
<b>Total</b>	<b>11,010</b>	<b>11,910</b>	<b>22,920</b>
Income by Housing Problems (Owners and Renters)	Household has at least 1 of 4	Household has none of 4 Housing Problems	Total

	Housing Problems	OR cost burden not available, no other problems	
Household Income less-than or= 30% HAMFI	4,480	1,170	5,655
Household Income >30% to less-than or= 50% HAMFI	2,725	1,325	4,050
Household Income >50% to less-than or= 80% HAMFI	1,020	3,110	4,135
Household Income >80% to less-than or= 100% HAMFI	285	2,050	2,330
Household Income >100% HAMFI	240	6,510	
Total	8,755	14,165	22,920
Income by Housing Problems (Renters only)	Household has at least 1 of 4	Household has none of 4 Housing Problems	Total
	Housing Problems	OR cost burden not available, no other problems	
Household Income less-than or= 30% HAMFI	3,765	935	4,700
Household Income >30% to less-than or= 50% HAMFI	2,025	650	2,675
Household Income >50% to less-than or= 80% HAMFI	510	1,485	2,000
Household Income >80% to less-than or= 100% HAMFI	135	800	930
Household Income >100% HAMFI	80	1,520	1,605
Total	6,520	5,390	11,910
Income by Housing Problems (Owners only)	Household has at least 1 of 4	Household has none of 4 Housing Problems	Total
	Housing Problems	OR cost burden not available, no other problems	
Household Income less-than or= 30% HAMFI	715	235	955
Household Income >30% to less-than or= 50% HAMFI	700	675	1,375
Household Income >50% to less-than or= 80% HAMFI	510	1,625	2,135
Household Income >80% to less-than or= 100% HAMFI	150	1,250	1,400

Household Income >100% HAMFI	160	4,990	5,150
Total	2,235	8,775	11,010
Income by Cost Burden (Owners and Renters)	Cost burden > 30%	Cost burden > 50%	Total
Household Income less-than or= 30% HAMFI	4,410	3,480	5,655
Household Income >30% to less-than or= 50% HAMFI	2,565	660	4,050
Household Income >50% to less-than or= 80% HAMFI	910	165	4,135
Household Income >80% to less-than or= 100% HAMFI	240	20	2,330
Household Income >100% HAMFI	120	50	6,755
Total	8,245	4,369	22,920
Income by Cost Burden (Renters only)	Cost burden > 30%	Cost burden > 50%	Total
Household Income less-than or= 30% HAMFI	3,705	2,985	4,700
Household Income >30% to less-than or= 50% HAMFI	1,890	475	2,675
Household Income >50% to less-than or= 80% HAMFI	435	80	2,000
Household Income >80% to less-than or= 100% HAMFI	90	10	930
Household Income >100% HAMFI	45	45	1,605
Total	6,165	3,595	11,910
Income by Cost Burden (Owners only)	Cost burden > 30%	Cost burden > 50%	Total
Household Income less-than or= 30% HAMFI	705	495	955
Household Income >30% to less-than or= 50% HAMFI	675	185	1,375
Household Income >50% to less-than or= 80% HAMFI	470	80	2,135
Household Income >80% to less-than or= 100% HAMFI	150	10	1,400
Household Income >100% HAMFI	74	4	5,150
Total	2,074	774	11,010

1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30%.
2. The four severe housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 50%.
3. Cost burden is the ratio of housing costs to household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs", which includes mortgage payment, utilities, association fees, insurance, and real estate taxes.

# Appendix G: City of Utica, NY

## February 23, 2022 Point-in-Time Count

2022 Point-in-Time Count NY-518 Utica, Rome/Oneida, Madison Counties CoC

Population: Sheltered and Unsheltered Count

**Persons in Households with at least one Adult and one Child**

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	22	7	0	27
Total Number of Persons (Adults & Children)	63	22	0	85
Number of Persons (under age 18)	32	13	0	45
Number of Persons (18 - 24)	4	4	0	8
Number of Persons (over age 24)	27	5	0	32

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	38	14	0	50
Male	27	8	0	35
Gender that is not singularly Female or Male	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Latin(a)(o)(x)	55	19	0	74
Hispanic/Latin(a)(o)(x)	8	3	0	11

1/23/2022 3:18:53 PM

1

2022 Point-in-Time Count NY-518 Utica, Rome/Oneida, Madison Counties CoC

Population: Sheltered and Unsheltered Count

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black African American, or African American	10	0	0	10
Native Hawaiian or Pacific Islander	0	0	0	0
White	43	16	0	61
Multiple Races	10	4	0	14

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0	0	0	0
Total number of persons	0	0	0	0

1/23/2022 3:18:53 PM

2

Population: Sheltered and Unsheltered Count

**Persons in Households with only Children**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	0	0
Total Number of children (under age 18)	0	0	0	0	0

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	0	0	0	0	0
Gender that is not singularly Female or Male	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Latin(a)(o)(x)	0	0	0	0	0
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

1/23/2022 3:18:53 PM

3

Race (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black African American, or African American	0	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Multiple Races	0	0	0	0	0

Chronically Homeless (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0	0	0	0	0

1/23/2022 3:18:53 PM

4

2022 Point-in-Time Count NY-518 Utica, Rome/Oneida, Madison Counties CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	112	12	0	24	148
Total Number of persons (adults)	121	13	0	26	158
Number of Persons (18 - 24)	14	1	0	3	18
Number of Persons (over age 24)	107	12	0	22	141

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	24	4	0	7	35
Male	95	9	0	18	122
Gender that is not singularly Female or Male	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	2	0	0	0	2

Ethnicity (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Latin(a)(o)(s)	110	12	0	20	142
Hispanic/Latin(a)(o)(s)	11	1	0	5	17

10/21/2022 5:18:53 PM

3

2022 Point-in-Time Count NY-518 Utica, Rome/Oneida, Madison Counties CoC

Race (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	1	1
Asian or Asian American	2	0	0	0	2
Black African American, or African American	38	4	0	5	46
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	77	9	0	16	102
Multiple Races	6	0	0	3	9

Chronically Homeless (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	14	0	0	11	25

10/21/2022 5:18:53 PM

6

Date of PIT Count: 2/23/2022  
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	132	19	0	24	175
Total Number of Persons	164	35	0	25	244
Number of Children (under age 18)	32	13	0	0	45
Number of Persons (18 to 24)	18	5	0	3	26
Number of Persons (over age 24)	134	17	0	22	173

Gender	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	60	16	0	7	85
Male	122	17	0	18	167
Gender that is not singularly Female or Male	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	2	0	0	0	2

Ethnicity	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Latin(a)(o)(s)	165	31	0	20	216
Hispanic/Latin(a)(o)(s)	19	4	0	5	28

10/21/2022 5:46:53 PM

7

Point in Time Summary for NY-518 - Utica, Rome/Oneida, Madison Counties CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	1	1
Asian or Asian American	2	0	0	0	2
Black African American, or African American	46	4	0	5	65
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	120	27	0	16	163
Multiple Races	16	4	0	3	23

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	14	0	0	11	25

10/21/2022 5:46:53 PM

8



Point-in-Time Count Veterans NY-518 Utica, Rome/Oneida, Madison Counties CoC (2022)  
 Inventory Count Date: 2/23/2022  
 Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	0	0	0	0
Total Number of Persons	0	0	0	0
Total Number of Veterans	0	0	0	0

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	0	0	0	0
Male	0	0	0	0
Gender that is not singularly Female or Male	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Latin(a)(o)(x)	0	0	0	0
Hispanic/Latin(a)(o)(x)	0	0	0	0

3/3/2023 9:39:36 PM 1

Point-in-Time Count Veterans NY-518 Utica, Rome/Oneida, Madison Counties CoC (2022)

Race (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black African American, or African American	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0
White	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0	0	0	0
Total number of persons	0	0	0	0

3/3/2023 9:39:36 PM 2

Inventory Count Date: 2/23/2022  
 Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	8	10	0	0	16
Total Number of Persons	8	11	0	0	20
Total Number of Veterans	8	10	0	0	16

Gender (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	2	1	0	0	3
Male	4	9	0	0	13
Gender that is not singularly Female or Male	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Latin(a)(o)(x)	8	9	0	0	15
Hispanic/Latin(a)(o)(x)	0	1	0	0	1

3/3/2023 9:39:36 PM 3

Point-in-Time Count NY-518 Utica, Rome/Oneida, Madison Counties CoC (2022)

Race (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black African American, or African American	0	3	0	0	3
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	8	7	0	0	15
Multiple Races	0	0	0	0	0

Chronically Homeless (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1	0	0	0	1

3/3/2023 9:39:36 PM 4



**Point-in-Time Summary Veterans for NY-518 - Utica, Rome/Oneida, Madison Counties CoC**

Date of PIT Count: 2/23/2022  
Population: Sheltered and Unsheltered Count

**Total Households and Persons**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	6	10	0	0	16
Total Number of Persons	9	11	0	0	20
Total Number of Veterans	6	10	0	0	16

**Gender**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	2	1	0	0	3
Male	4	9	0	0	13
Gender that is not singularly Female or Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

**Ethnicity**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	6	9	0	0	15
Hispanic/Latin(a)(o)(x)	0	1	0	0	1

**Race**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		

3/3/2023 9:33:36 PM

3

**Point In Time Summary for NY-518 - Utica, Rome/Oneida, Madison Counties CoC**

American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	0	3	0	0	3
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	6	7	0	0	13
Multiple Races	0	0	0	0	0

**Chronically Homeless**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	0	1

3/3/2023 9:33:36 PM

6

**Additional Homeless Populations Summary for NY-518 - Utica, Rome/Oneida, Madison Counties CoC**

Date of PIT Count: 2/23/2022  
Population: Sheltered and Unsheltered Count

**Other Homeless Subpopulations**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	17	3	0	16	36
Adults with a Substance Use Disorder	17	3	0	11	31
Adults with HIV/AIDS	2	0	0	0	2
Adult Survivors of Domestic Violence	13	2	0	7	22

3/3/2023 9:35:28 PM

1

**Point In Time Summary for NY-518 - Utica, Rome/Oneida, Madison Counties CoC**

3/3/2023 9:35:28 PM

2

## **Appendix H: Utica Housing Study – July 2022 (CZB, LLC)**

\*See attached

## **Appendix I: Oneida County Continuum of Care Coordinated Entry Policy**

\*SEE ATTACHED

## **Appendix J: Continuum of Care Coordinated Entry Method of Prioritization for HOME-ARP Funded Affordable Rental Units**

Policy in process of being amended/updated to comply with requirements of the HOME-ARP plan and regulations established by the US Department of Housing and Urban Development (HUD).

## **Appendix K: City of Utica, NY 2020-2024 Consolidated Plan**

\*CITY OF UTICA 2020-2024 CONSOLIDATED PLAN MAY BE FOUND ONLINE AT CITYOFUTICA.COM (GENERAL PUBLIC) OR ON THE IDIS INTERFACE (HUD)

**APPENDIX L: LEGAL NOTICES FOR PUBLIC COMMENT  
PERIOD**



ROBERT PALMIERI  
MAYOR

# CITY OF UTICA

URBAN AND ECONOMIC DEVELOPMENT  
1 Kennedy Plaza, Utica, New York 13502  
PH: (315)792-0181 / FAX: (315)797-6607

BRIAN THOMAS, AICP  
COMMISSIONER

*For Immediate Release*

On Tuesday, March 14 at 5:00pm, the City of Utica will hold a public meeting to present the proposed HOME-ARP plan. The meeting will be held in the Common Council chambers at City Hall (1 Kennedy Plaza). There will be a brief presentation, followed by a question/answer session. A two-week public comment period will follow, at which time the plan is to be submitted to HUD for review. A Request for Proposals (RFP) will be announced pending the plan's approval.

The American Rescue Plan Act of 2021 ("ARP") appropriated \$5 billion to communities across the U.S. to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations. These funds were allocated by formula to jurisdictions that qualified for funding through the HOME Investment Partnership Program (HOME Program) from the U.S. Department of Housing and Urban Development (HUD). This special round of funding is called the "HOME-ARP" program.

Eligible activities that may be funded with HOME-ARP include development and support of affordable housing, tenant-based rental assistance, supplementing of Emergency Solutions Grant services such as Rapid Rehousing, homelessness prevention, Shelter Operations, child care, job training, legal services, case management, moving costs, rental applications, and rent assistance, and acquisition and development of non-congregate shelter units.

Funds must primarily benefit individuals and households in four Qualifying Populations:

- 1, Those that are experiencing homelessness;
- 2, Those at risk of homelessness;
- 3, Those fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- 4, Populations with high risk of housing instability (including households that are low-income and highly cost-burdened; that have moved two or more times in the last 60 days; and that are living in a hotel/motel).

Survey data was collected between January 31 and February 24, as well as consultations with area service providers.

# LOCALiQ

Times Telegram | New Jersey Herald  
Daily Messenger | Observer-Dispatch  
The Leader | Times Herald-Record  
The Spectator

## Order Confirmation

Not an Invoice

<b>Account Number:</b>	647016
<b>Customer Name:</b>	City Of Utica Building Department
<b>Customer Address:</b>	City Of Utica Building Department 1 KENNEDY PLAZA UTICA NY 13502
<b>Contact Name:</b>	Building Department
<b>Contact Phone:</b>	3157920163
<b>Contact Email:</b>	
<b>PO Number:</b>	HOME-ARP 15 DAY

<b>Date:</b>	03/22/2023
<b>Order Number:</b>	8607857
<b>Prepayment Amount:</b>	\$ 0.00

<b>Column Count:</b>	1.0000
<b>Line Count:</b>	8.2264
<b>Height in Inches:</b>	0.0000

Print

Product	#Insertions	Start - End	Category
UOD Observer-Dispatch	1	03/24/2023 - 03/24/2023	Govt Public Notices
UOD uticaod.com	1	03/24/2023 - 03/24/2023	Govt Public Notices

<b>Total Order Confirmation</b>	<b>\$76.64</b>
---------------------------------	----------------

1/2

## Ad Preview

**NOTICE OF 15-DAY  
PUBLIC COMMENT  
PERIOD**

Friday, March 24, 2023

City of Utica  
Department of Urban and  
Economic Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181

**Public Comment Period from  
Mar 24 to Apr 8, 2023 for the  
Draft HOME-ARP Allocation  
Plan and Sub-stantial Amend-  
ment to the 2021 Annual  
Action Plan**

To address the need for home-  
lessness assistance and  
supportive services, The City  
of Utica will receive an alloca-  
tion of \$2,428,816 in HOME-  
ARP funds provided through  
the American Rescue Plan  
passed by Congress and signed  
into law in 2021. The funds  
may be spent on activities that  
must primarily benefit qualify-  
ing populations who are home-  
less, at-risk of homelessness,  
or in other vulnerable popula-  
tions. The City has developed a  
HOME-ARP Allocation Plan  
that describes how the City  
intends to use these funds to  
address the needs of qualifying  
populations. These activities  
may include development of  
Non-Congregate Shelter  
(NCS), Case Management and  
expanded services through  
local providers, and the devel-  
opment of additional afford-  
able housing units.

The City will submit the  
HOME-ARP Allocation Plan to  
HUD as a Substantial Amend-  
ment to the Fiscal Year 2021  
Annual Action Plan. A Public  
Hearing was held on March 14  
at 5pm in the Common Council  
Chambers, at which time the  
draft HOME-ARP Allocation  
Plan was presented. A fifteen  
(15) day public comment  
period will begin on March 24,  
2023 and will extend to April 8,  
2023. Copies of the Draft  
HOME-ARP Allocation Plan  
are available for review at the  
Department of Urban and  
Economic Development at  
City Hall, 1 Kennedy Plaza,  
Utica, NY 13502; and on the  
City's website at  
[www.cityofutica.com](http://www.cityofutica.com).

Written comments and docu-  
ment requests will be received  
through April 8, 2023 and may  
be sent to department  
Commissioner Brian Thomas  
either at City Hall, or by email  
at [BThomas@cityofutica.com](mailto:BThomas@cityofutica.com).

Robert M. Palmieri, Mayor  
City of Utica  
Mar. 24, 2023 #8607857

# LOCALiQ

Observer-Dispatch | Daily Messenger  
Times Telegram | New Jersey Herald  
Times Herald-Record

PO Box 631202 Cincinnati, OH 45263-1202

## **PROOF OF PUBLICATION**



Building Department  
City Of Utica Building Department  
1 KENNEDY PLAZA  
UTICA NY 13502

STATE OF NEW YORK, COUNTY OF ONEIDA

The Observer Dispatch, a newspaper published in the City of Utica, New York.  
The text of the notice as published in said newspaper is as set forth below, or in the annexed exhibit, was published in the issue dated:

03/24/2023

and that the fees charged are legal.  
Sworn to and subscribed before on 03/24/2023

  
\_\_\_\_\_  
Legal Clerk  
  
\_\_\_\_\_  
Notary, State of WI, County of Brown  
3/7/23

My commission expires  
Publication Cost: \$76.64  
Order No: 8607857 # of Copies: 1  
Customer No: 647016  
PO #: HOME-ARP 15 DAY

**THIS IS NOT AN INVOICE!**  
*Please do not use this form for payment remittance.*

KAITLYN FELTY  
Notary Public  
State of Wisconsin

**NOTICE OF 15-DAY PUBLIC COMMENT PERIOD**  
Friday, March 24, 2023  
City of Utica  
Department of Urban and Economic Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181  
Public Comment Period from Mar 24 to Apr 8, 2023 for the Draft HOME-ARP Allocation Plan and Substantial Amendment to the 2021 Annual Action Plan  
To address the need for homelessness assistance and supportive services, the City of Utica will receive an allocation of \$2,428,816 in HOME-ARP funds provided through the American Rescue Plan passed by Congress and signed into law in 2021. The funds may be spent on activities that must primarily benefit qualifying populations who are homeless, at risk of homelessness, or in other vulnerable populations. The City has developed a HOME-ARP Allocation Plan that describes how the City intends to use these funds to address the needs of qualifying populations. These activities may include development of Non-Congregate Shelter (NCS), Case Management and expanded services through local providers, and the development of additional affordable housing units.  
The City will submit the HOME-ARP Allocation Plan to HUD as a Substantial Amendment to the Fiscal Year 2021 Annual Action Plan. A Public Hearing was held on March 14 at 5pm in the Common Council Chambers, at which time the draft HOME-ARP Allocation Plan was presented. A fifteen (15) day public comment period will begin on March 24, 2023 and will extend to April 8, 2023. Copies of the Draft HOME-ARP Allocation Plan are available for review at the Department of Urban and Economic Development at City Hall, 1 Kennedy Plaza, Utica, NY 13502; and on the City's website at [www.cityofutica.com](http://www.cityofutica.com).  
Written comments and document requests will be received through April 8, 2023 and may be sent to department Commissioner Brian Thomas either at City Hall, or by email at [B.Thomas@cityofutica.com](mailto:B.Thomas@cityofutica.com).  
Robert M. Palmieri, Mayor  
City of Utica  
Mar. 24, 2023 #8607857

**APPENDIX M: SUBSTANTIAL AMENDMENTS AND LEGAL  
NOTICES**

**City of Utica**

**Department of Urban & Economic Development**

**HOME-ARP**

**2023 Proposed Substantial Amendment**

*Effected January 8, 2024*

**2021 - 2022**

**Annual Action Plan Update**

**Robert M. Palmieri, Mayor**

**Brian Thomas, Commissioner**



**1. SF-424:**    *See Attached*

**2. Summary of Consultation with CoC Process**

As part of the process of reallocating HOME-ARP (American Rescue Plan) funds from one approved activity budget line to another, the Continuum of Care was consulted for recommendations. The CoC Chair, Steve Darman, was kept informed throughout the planning, and was given opportunity to reflect on suggested awards. The CoC agrees that a Non-Congregate Shelter plan, which to date has received zero proposals from three different bidding periods, would be an inefficient use of the allocation, as no proposals are likely to materialize due to cost of acquisition/construction, development and management of a program, and uncertainty regarding long-term funding and operation. As the local CoC operates with a focus on the “Housing First” model, they are supportive of this reallocation.

**3. Summary of Citizen Participation**

As with any substantial amendments proposed that affect funding from one of the formula grants to the City of Utica, the City followed its General Citizen Participation Plan to ensure maximum public outreach. In accordance with that plan, a legal notice was published in the City’s official newspaper, the Observer-Dispatch, on Friday, December 8, 2023. The legal notice read as follows:

*In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City’s 2021 Annual Action Plan.*

*The proposed Substantial Amendment involves \$1,500,000.00 in HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) funds. This funding is administered by the United States Department of Housing & Urban Development (HUD).*

*In order to access the HOME-ARP funds, the American Rescue Plan Act requires that entitlement communities submit a Substantial Amendment to HUD through HUD’s Integrated Disbursement and Information System (IDIS). Additionally, HUD has asked that entitlement communities amend their latest approved Annual Action Plan. On August 6, 2021, HUD notified the City of Utica that its Program Year 2021 Annual Action Plan had been reviewed and approved; as such, the City of Utica is proposing to amend its 2021 Annual Action Plan to include any and all supplemental American Rescue Plan funding, including HOME-ARP, the subject of this notice.*

*The City’s Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area’s Continuum of Care, and other human service agencies and organizations, the following plan has been developed:*

- *Reallocate \$1,500,000 in HOME-ARP funds from the “Acquisition/Development of Non-Congregate Shelter” activity budget line to the “Development of Affordable Rental Housing Units” activity budget line.*

- Reallocate \$50,000 in HOME-ARP funds from the “Rental Assistance” activity budget line to the “McKinney-Vento Supportive Services” activity budget line.

This notice has been posted to the City of Utica’s website: [www.cityofutica.com](http://www.cityofutica.com) on Friday, December 8, 2023. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Monday, January 8, 2024 at which time the changes described above will go into effect.

#### 4. Match

While Sub-recipients are required to submit proof of match resources for McKinney-Vento Supportive Services, the match requirement is suspended for HOME-ARP activities. Subrecipient will provide an amended budget for their 2021-2022 program year HOME-ARP contract that specifies the activities being funded with the additional funds.

#### 5. Proposed Activities and Overall Budget

Proposed Activity/Description	Amount
<b>Rapid Rehousing</b>	
Reallocate HOME-ARP funds from the “Acquisition/Development of Non-Congregate Shelter” activity budget line to the “Development of Affordable Rental Housing Units” activity budget line.	\$1,500,000.00
Reallocate HOME-ARP funds from the “Rental Assistance” activity budget line to the “McKinney-Vento Supportive Services” activity budget line.	\$50,000.00
<b>Total Change</b>	<b>\$1,550,000.00</b>

*HOME-ARP Allocation Prior to Substantial Amendment:*

Activity	Prior Funding Amount	Percent of Grant
Acquisition/Development of Non-Congregate Shelter	\$1,500,000.00	0%
Supportive Services (Enhanced ESG Program)	\$557,375.20	22.95%
Development of Affordable Rental Housing Units	\$200,000.00	69.99%
Rental Assistance	\$50,000.00	2.06%
Admin and Planning	\$121,440.80	5.00%
<b>Total</b>	<b>\$2,428,816</b>	<b>100%</b>

#### 5a. Proposed Activities

- Reallocate \$1,500,000 in HOME-ARP funds from the “Acquisition/Development of Non-Congregate Shelter” activity budget line to the “Development of Affordable Rental Housing Units” activity budget line.
- Reallocate HOME-ARP funds from the “Acquisition/Development of Non-Congregate Shelter” activity budget line to the “Development of Affordable Rental Housing Units” activity budget line.

**5b. Discussion of Funding Priorities**

The City of Utica working in close partnership with the Utica/Rome/Oneida County CoC chose to fund the proposed activities described in the previous section based on the Interim Rule (FR-5594-I-01) and the *Substantial Amendments* process described in the General Citizen Participation Plan (May 6, 2020) in conjunction with the CoC on-going assessment of local unmet needs and trends in the demand for homeless services.

**5c. Detailed Budget:**

*Proposed HOME-ARP Allocation After Substantial Amendment:*

<b>Activity</b>	<b>Proposed Funding Amount</b>	<b>Percent of Grant</b>
Acquisition/Development of Non-Congregate Shelter	\$0	0%
McKinney-Vento Supportive Services	\$607,375.20	25.01%
Development of Affordable Rental Housing Units	\$1,700,000.00	69.99%
Admin and Planning	\$121,440.80	5.00%
<b>Total</b>	<b>\$2,428,816</b>	<b>100%</b>



**Order Confirmation**  
Not an Invoice

<b>Account Number:</b>	647016
<b>Customer Name:</b>	City of Utica
<b>Customer Address:</b>	City of Utica 1 Kennedy PLZ Accounts Payable Utica NY 13502-4234
<b>Contact Name:</b>	Building Department
<b>Contact Phone:</b>	3157920163
<b>Contact Email:</b>	
<b>PO Number:</b>	

<b>Date:</b>	12/08/2023
<b>Order Number:</b>	9617081
<b>Prepayment Amount:</b>	\$ 0.00

<b>Column Count:</b>	1.0000
<b>Line Count:</b>	10.5261
<b>Height in Inches:</b>	0.0000

Print			
Product	#Insertions	Start - End	Category
UOD Observer-Dispatch	1	12/12/2023 - 12/12/2023	Public Notices
UOD uticaod.com	1	12/12/2023 - 12/12/2023	Public Notices

Order Confirmation Amount	\$89.68
---------------------------	---------

1/2

## Ad Preview

City of Utica, New York  
2021 – 2022 Program Year  
Substantial Amendment  
December 12, 2023

In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City's 2021 Annual Action Plan.

The proposed Substantial Amendment involves \$1,550,000.00 in HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) funds. This funding is administered by the United States Department of Housing & Urban Development (HUD).

In order to access the HOME-ARP funds, the American Rescue Plan Act requires that entitlement communities submit a Substantial Amendment to HUD through HUD's Integrated Disbursement and Information System (IDIS).

Additionally, HUD has asked that entitlement communities amend their latest approved Annual Action Plan. On August 6, 2021, HUD notified the City of Utica that its Program Year 2021 Annual Action Plan had been reviewed and approved; as such, the City of Utica is proposing to amend its 2021 Annual Action Plan to include any and all supplemental American Rescue Plan funding, including HOME-ARP, the subject of this notice.

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, and other human service agencies and organizations, the following plan has been developed:

- Reallocate \$1,500,000 in HOME-ARP funds from the "Acquisition/Development of Non-Congregate Shelter" activity budget line to the "Development of Affordable Rental Housing Units" activity budget line.
- Reallocate \$50,000 in HOME-ARP funds from the "Rental Assistance" activity budget line to the "McKinney-Vento Supportive Services" activity budget line.

This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Tuesday, December 12, 2023. The City intends to submit its HOME-ARP Substantial Amendment to its Program Year 2021 Annual Action Plan electronically to HUD no later than Friday, January 12, 2024. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Thursday, January 11, 2024 at which time the changes described above will go into effect.

9617081 12/12/23

# LOCALiQ

Observer-Dispatch | Daily Messenger  
Times Telegram | New Jersey Herald  
Times Herald-Record

PO Box 631202 Cincinnati, OH 45263-1202

## PROOF OF PUBLICATION

Building Department  
City Of Utica Building Department  
1 KENNEDY PLAZA  
UTICA NY 13502



**NOTICE OF 15-DAY  
PUBLIC COMMENT  
PERIOD**  
Friday, March 24, 2023  
City of Utica  
Department of Urban and  
Economic Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181  
Public Comment Period from  
Mar 24 to Apr 8, 2023 for the  
Draft HOME-ARP Allocation  
Plan and Substantial Amend-  
ment to the 2021 Annual  
Action Plan  
To address the need for home-  
lessness assistance and  
supportive services, The City  
of Utica will receive an alloca-  
tion of \$2,428,816 in HOME-  
ARP funds provided through  
the American Rescue Plan  
passed by Congress and signed  
into law in 2021. The funds  
may be spent on activities that  
must primarily benefit qualify-  
ing populations who are home-  
less, at-risk of homelessness,  
or in other vulnerable popula-  
tions. The City has developed a  
HOME-ARP Allocation Plan  
that describes how the City  
intends to use these funds to  
address the needs of qualifying  
populations. These activities  
may include development of  
Non-Congregate Shelter  
(NCS), Case Management and  
expanded services through  
local providers, and the devel-  
opment of additional afford-  
able housing units.  
The City will submit the  
HOME-ARP Allocation Plan to  
HUD as a Substantial Amend-  
ment to the Fiscal Year 2021  
Annual Action Plan. A Public  
Hearing was held on March 14  
at 5pm in the Common Council  
Chambers, at which time the  
draft HOME-ARP Allocation  
Plan was presented. A fifteen  
(15) day public comment  
period will begin on March 24,  
2023 and will extend to April 8,  
2023. Copies of the Draft  
HOME-ARP Allocation Plan  
are available for review at the  
Department of Urban and  
Economic Development of  
City Hall, 1 Kennedy Plaza,  
Utica, NY 13502; and on the  
City's website at  
www.cityofutica.com.  
Written comments and docu-  
ment requests will be received  
through April 8, 2023 and may  
be sent to department  
Commissioner Brian Thomas  
either at City Hall, or by email  
at B.Thomas@cityofutica.com.  
Robert M. Palmieri, Mayor  
City of Utica  
Mar. 24, 2023 #8607857

STATE OF NEW YORK, COUNTY OF ONEIDA

The Observer Dispatch, a newspaper published in the City of  
Utica, New York.  
The text of the notice as published in said newspaper is as set  
forth below, or in the annexed exhibit, was published in the issue  
dated:

03/24/2023

and that the fees charged are legal.  
Sworn to and subscribed before on 03/24/2023

  
\_\_\_\_\_  
Legal Clerk  
  
\_\_\_\_\_  
Notary, State of WI, County of Brown  
3/27/23

My commission expires  
Publication Cost: \$76.64  
Order No: 8607857 # of Copies: 1  
Customer No: 647016  
PO #: HOME-ARP 15 DAY

**THIS IS NOT AN INVOICE!**  
*Please do not use this form for payment remittance.*

KAITLYN FELTY  
Notary Public  
State of Wisconsin

**City of Utica**  
**Department of Urban & Economic Development**

**HOME-ARP**  
**2023 Proposed Substantial Amendment**  
*Effected June 27, 2024*

**2021 - 2022**  
**Annual Action Plan Update**

**Michael P Galime, Mayor**  
**Brian Thomas, Commissioner**

**1. SF-424:**    *See Attached*

**2. Summary of Consultation with CoC Process**

As part of the procedure to establish preferences and an order of priority for serving Qualified Populations (QPs), Steve Darman and Kelly Conroy-Scott of the Mohawk Valley Housing & Homeless Coalition (representative agency of the Continuum of Care) were consulted to draft a survey for agencies likely to apply for HOME-ARP Supportive Services grant funding. Agencies were presented a list of Supportive Services eligible under the grant, and asked which services they were most likely to provide and in what order. They were also presented with a list and descriptions of the four QPs, and asked to rank the populations by the order which their agency would serve. The averages of the responses highly influenced the decision made by the City.

**3. Summary of Citizen Participation**

As with any substantial amendments proposed that affect funding from one of the formula grants to the City of Utica, the City followed its General Citizen Participation Plan to ensure maximum public outreach. In accordance with that plan, a legal notice was published in the City’s official newspaper, the Rome Sentinel, on Tuesday May 28, 2024. The legal notice read as follows:

*In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City’s 2021 Annual Action Plan.*

*The proposed Substantial Amendment involves establishing preferences of Supportive Services offered through the HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) grant, as well as the priority order of which the four Qualified Populations (QPs) would be served. This funding is administered by the United States Department of Housing & Urban Development (HUD).*

*The City’s Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area’s Continuum of Care, and other human service agencies and organizations, the following plan has been developed:*

*The official preferences and priorities established in the HOME-ARP plan would require service providers to prioritize the following services, as well as the QPs that would seek those services. These preferences and priorities are established to ensure the neediest populations are served in a timely fashion with the limited resources available. For full definitions of each QP, please reference HOME-ARP guidelines issued by HUD.*

- Preference 1: Engage Homeless  
Priority: QP1, QP3*
- Preference 2: Income Stabilization Services  
Priority: QP2, QP4, QP3*
- Preference 3: Prevent Homelessness  
Priority: QP3, QP2, QP4*
- Preference 4: Housing Stabilization Services  
Priority: QP1, QP3, QP2, QP4*



*Preference 5: Provide Health Services  
Priority: QP3, QP1, QP4, QP2*

*This notice has been posted to the City of Utica’s website: [www.cityofutica.com](http://www.cityofutica.com) on Tuesday, May 28, 2024. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Thursday, June 27, 2024 at which time the changes described above will go into effect.*

**4. Match**

While Sub-recipients are required to submit proof of match resources for McKinney-Vento Supportive Services, the match requirement is suspended for HOME-ARP activities. Subrecipient will provide an amended budget for their 2021-2022 program year HOME-ARP contract that specifies the activities being funded with the additional funds.

**5. Proposed Activities and Overall Budget**

**5a. Proposed Activities**

- Establish preferences for the priority order in which the four Qualifying Populations (QPs) will be served
- Establish which supportive services will receive priority when awarding funds to service providers.

**5b. Discussion of Funding Priorities**

The City of Utica working in close partnership with the Utica/Rome/Oneida County CoC chose to fund the proposed activities described in the previous section based on the Interim Rule (FR-5594-I-01) and the *Substantial Amendments* process described in the General Citizen Participation Plan (May 6, 2020) in conjunction with the CoC on-going assessment of local unmet needs and trends in the demand for homeless services.

**5c. Detailed Budget:**

*HOME-ARP Allocation*

<b>Activity</b>	<b>Funding Amount</b>	<b>Percent of Grant</b>
McKinney-Vento Supportive Services	\$607,375.20	25.01%
Development of Affordable Rental Housing Units	\$1,700,000.00	69.99%
Admin and Planning	\$121,440.80	5.00%
<b>Total</b>	<b>\$2,428,816</b>	<b>100%</b>



## INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Daily Sentinel** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(315) 337-4000**.

Notice ID: P6VZ9RMAVwkfeq1xRERi | **Proof Updated: May. 28, 2024 at 11:32am EDT**  
Notice Name: Legl Notice for Substantial Amendment

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

<b>FILER</b>	<b>FILING FOR</b>
Michael Peek mpeek@cityofutica.com	Daily Sentinel

<b>Columns Wide:</b>	1	<b>Ad Class:</b> Legals
<b>Total Column Inches:</b>	10.35	
<b>Number of Lines:</b>	87	

05/30/2024: Public Notice	62.72
---------------------------	-------

Subtotal	\$62.72
Tax	\$0.00
Processing Fee	\$6.27
<b>Total</b>	<b>\$68.99</b>

Legl Notice for Substantial Amendment - Page 1 of 2

**NOTICE OF 30-DAY PUBLIC COMMENT PERIOD**  
*Thurs, May 30, 2024*

City of Utica  
Department of Urban and Economic  
Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181

**Public Comment Period from May 30, 2024 to June 29, 2024 for a Substantial Amendment to the HOME-ARP Allocation Plan and to the 2021 Annual Action Plan**

In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City's 2021 Annual Action Plan.

The proposed Substantial Amendment involves establishing preferences of Supportive Services offered through the HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) grant, as well as the priority order of which the four Qualified Populations (QPs) would be served. This funding is administered by the United States Department of Housing & Urban Development (HUD).

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, and other human service agencies and organizations, the following plan has been developed:

The official preferences and priorities established in the HOME-ARP plan would require service providers to prioritize the following services, as well as the QPs that would seek those services. These preferences and priorities are established to ensure the neediest populations are served in a timely fashion with the limited resources available. For full definitions of each QP, please reference HOME-ARP guidelines issued by HUD.

**Preference 1:**

*Engage Homeless*  
Priority: QP1, QP3

**Preference 2:**

*Income Stabilization Services*  
Priority: QP2, QP4, QP3

**Preference 3:**

*Prevent Homelessness*  
Priority: QP3, QP2, QP4

**Preference 4:**

*Housing Stabilization Services*  
Priority: QP1, QP3, QP2, QP4

**Preference 5:**

*Provide Health Services*  
Priority: QP3, QP1, QP4, QP2

This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Tuesday, May 28, 2024. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Thursday, June 27, 2024 at which time the changes described above will go into effect.

Michael P. Galime, Mayor  
City of Utica

AFFIDAVIT OF PUBLICATION

Daily Sentinel  
111 Langley Rd  
(315) 337-4000

State of Florida, County of Duval, ss:

Yuade Moore, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of Daily Sentinel, a Daily newspaper published in **Oneida County, New York**. A notice regarding Legl Notice for Substantial Amendment was published in said newspaper as set forth below, or in the annexed exhibit. This newspaper has been designated by the Clerks of **Oneida County, Herkimer County and Madison County**, as a newspaper of record in their respective counties, and as such, is eligible to publish such notices.

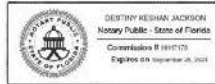
**PUBLICATION DATES:**  
May, 30, 2024

**NOTICE ID:** P6VZ9RMAVwkfeq1xRERi  
**NOTICE NAME:** Legl Notice for Substantial Amendment  
**Publication Fee:** \$68.99

(Signed) Yuade Moore

**VERIFICATION**

State of Florida  
County of Duval



Subscribed in my presence and sworn to before me on this: 05/30/2024

Destiny K. Jackson

Notary Public  
Notarized remotely online using communication technology via Proof.

**NOTICE OF 30-DAY PUBLIC COMMENT PERIOD**  
Thurs, May 30, 2024

City of Utica  
Department of Urban and Economic  
Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181

**Public Comment Period from May 30, 2024 to June 29, 2024 for a Substantial Amendment to the HOME-ARP Allocation Plan and to the 2021 Annual Action Plan**

In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Sub-stantial Amendment to the City's 2021 Annual Action Plan.

The proposed Substantial Amendment involves est-ablishing prefer-ences of Sup-portive Services offered through the HOME-ARP (the HOME Program funds award-ed through the American Rescue Plan Act) grant, as well as the priority order of which the four Qualified Populations (QPs) would be served. This funding is ad-ministered by the United States Department of Housing & Urban Dev-el-opment (HUD).

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Sub-stantial Amend-ment to HUD. Following considerable con-sultation with the Mohawk Valley Housing & Homeless Coalition, the area's Con-tinuum of Care, and other human service agencies and organi-zations, the following plan has been developed.

The official preferences and priorities established in the HOME-ARP plan would require service providers to pri-oritize the following services, as well as the QPs that would seek these ser-vices. These preferences and priorities are established to ensure the neediest populations are served in a timely fashion with the limited resources available. For full definitions of each QP, please reference HOME-ARP guide-lines issued by HUD.

- Preference 1:**  
Engage Homeless  
Priority: QP1, QP3
- Preference 2:**  
Income Stabilization Services  
Priority: QP2, QP4, QP3
- Preference 3:**  
Prevent Homelessness  
Priority: QP3, QP2, QP4
- Preference 4:**  
Housing Stabilization Services  
Priority: QP1, QP3, QP2, QP4
- Preference 5:**  
Provide Health Services  
Priority: QP3, QP1, QP4, QP2

This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Tuesday, May 28, 2024. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Thursday, June 27, 2024 at which time the changes described above will go into effect.

Michael P. Galime, Mayor  
City of Utica

---

Legal Notice for Substantial Amendment - Page 2 of 2

The seal of the City of Utica is a circular emblem. It features a central figure, likely a personification of Justice or Liberty, holding a scale and a sword. The figure is surrounded by a wreath. The outer ring of the seal contains the text "SEAL OF THE CITY OF UTICA" at the top and "UNMUNDADAGES" at the bottom. The seal is rendered in a light, semi-transparent gray.

# **City of Utica**

**Department of Urban & Economic Development**

**HOME-ARP**

**2024 Proposed Substantial Amendment**

**2021 - 2022**

**Annual Action Plan Update**

**Michael P Galime, Mayor**

**Brian Thomas, Commissioner**

**1. SF-424:** *See Attached*

## **2. Summary of Consultation with CoC Process**

In 2024, the CoC was unable to provide continued funding to Johnson Park Center for their program to provide housing for homeless populations due to an issue regarding a Policies and Procedures change that was not implemented in time for the program application deadline. As a result, it was decided in consultation with the CoC and HUD to use HOME-ARP funds to fill the funding gap, allowing the program to continue for the next two years until the next CoC funding application period.

## **3. Summary of Citizen Participation**

As with any substantial amendments proposed that affect funding from one of the formula grants to the City of Utica, the City followed its General Citizen Participation Plan to ensure maximum public outreach. In accordance with that plan, a legal notice was published in the City's official newspaper, the Rome Sentinel, on Friday December 13, 2024. The legal notice read as follows:

*In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City's 2021 Annual Action Plan.*

*The proposed Substantial Amendment involves \$661,078.80 in HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) funds. This funding is administered by the United States Department of Housing & Urban Development (HUD).*

*The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, and other human service agencies and organizations, the following plan has been developed:*

- *Reallocate \$661,078.80 in HOME-ARP funds from the "Development of Affordable Rental Housing Units" activity budget line to the "McKinney-Vento Supportive Services" activity budget line.*

*This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Friday December 13, 2024. The City intends to submit its HOME-ARP Substantial Amendment to its Program Year 2021 Annual Action Plan electronically to HUD no later than Tuesday January 14, 2025. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Monday January 13, 2025 at which time the changes described above will go into effect.*

#### 4. Match

While Sub-recipients are required to submit proof of match resources for McKinney-Vento Supportive Services, the match requirement is suspended for HOME-ARP activities. Subrecipient will provide an amended budget for their 2021-2022 program year HOME-ARP contract that specifies the activities being funded with the additional funds.

#### 5. Proposed Activities and Overall Budget

##### 5a. Proposed Activities

- Reallocation of \$661,078.80 in HOME-ARP funds from the “Development of Affordable Rental Housing Units” activity budget line to the “McKinney-Vento Supportive Services” activity budget line.

##### 5b. Discussion of Funding Priorities

The City of Utica working in close partnership with the Utica/Rome/Oneida County CoC chose to fund the proposed activities described in the previous section based on the Interim Rule (FR-5594-I-01) and the *Substantial Amendments* process described in the General Citizen Participation Plan (May 6, 2020) in conjunction with the CoC on-going assessment of local unmet needs and trends in the demand for homeless services.

##### 5c. Detailed Budget:

###### *HOME-ARP Allocation*

<b>Activity</b>	<b>Funding Amount</b>	<b>Percent of Grant</b>
McKinney-Vento Supportive Services	1,268,454.00	45.6%
Development of Affordable Rental Housing Units	\$1,038,921.00	52.2%
Admin and Planning	\$121,440.80	5.00%
<b>Total</b>	<b>\$2,428,816</b>	<b>100%</b>





## OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Daily Sentinel** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(315) 337-4000**.

Notice ID: ba3LglZL8WAJlilhslyu | **Proof Updated: Dec. 11, 2024 at 01:08pm EST**  
Notice Name: NOTICE OF 30-DAY PUBLIC COMMENT PERIOD 12/13

See Proof on Next Page

**This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.**

<b>FILER</b>	<b>FILING FOR</b>
Michael Peek mpeek@cityofutica.com (315) 792-0282	Daily Sentinel
<hr/>	
<b>Columns Wide:</b>	<b>1</b>
<b>Total Column Inches:</b>	<b>7.75</b>
<b>Number of Lines:</b>	<b>65</b>
<hr/>	
12/14/2024: 1. General Public Notice Notice	46.98
<hr/>	
	Subtotal \$46.98
	Tax \$0.00
	Processing Fee \$4.70
	<b>Total \$51.68</b>

**NOTICE OF 30-DAY  
PUBLIC COMMENT PERIOD**

*Fri, December 13, 2024*  
City of Utica  
Department of Urban and  
Economic Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181

**Public Comment Period from  
December 13, 2024 to January 13,  
2025 for a Substantial Amend-  
ment to the HOME-ARP Allocation  
Plan and to the 2021 Annual Ac-  
tion Plan**

In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City's 2021 Annual Action Plan.

The proposed Substantial Amendment involves \$661,078.80 in HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) funds. This funding is administered by the United States Department of Housing & Urban Development (HUD).

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, and other human service agencies and organizations, the following plan has been developed:

*1) Reallocate \$661,078.80 in HOME-ARP funds from the "Development of Affordable Rental Housing Units" activity budget line to the "McKinney-Vento Supportive Services" activity budget line.*

This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Friday December 13, 2024. The City intends to submit its HOME-ARP Substantial Amendment to its Program Year 2021 Annual Action Plan electronically to HUD no later than Tuesday January 14, 2025. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [bthomas@cityofutica.com](mailto:bthomas@cityofutica.com) until Monday January 13, 2025 at which time the changes described above will go into effect.

Michael P. Galime, Mayor  
City of Utica

AFFIDAVIT OF PUBLICATION

Daily Sentinel  
111 Langley Rd  
(315) 337-4000

State of Pennsylvania, County of Lancaster, ss:

Nichole Seitz, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of Daily Sentinel, a Daily newspaper published in Oneida County, New York. A notice regarding NOTICE OF 30-DAY PUBLIC COMMENT PERIOD 12/13 was published in said newspaper as set forth below, or in the annexed exhibit. This newspaper has been designated by the Clerks of Oneida County, Herkimer County and Madison County, as a newspaper of record in their respective counties, and as such, is eligible to publish such notices.

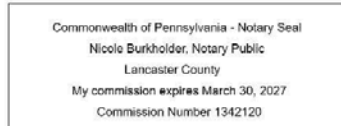
PUBLICATION DATES:  
Dec. 14, 2024

NOTICE ID: ba3LgIZL8WAJlIhsllyu  
NOTICE NAME: NOTICE OF 30-DAY PUBLIC COMMENT PERIOD 12/13

(Signed) Nichole Seitz

VERIFICATION

State of Pennsylvania  
County of Lancaster



Subscribed in my presence and sworn to before me on this: 12/16/2024

Nicole Burkholder

Notary Public  
Notarized remotely online using communication technology via Proof.

**NOTICE OF 30-DAY PUBLIC COMMENT PERIOD**  
*Fri, December 13, 2024*

City of Utica  
Department of Urban and Economic Development  
1 Kennedy Plaza  
Utica, NY 13502  
315-792-0181

**Public Comment Period from December 13, 2024 to January 13, 2025 for a Substantial Amendment to the HOME-ARP Allocation Plan and to the 2021 Annual Action Plan**

In accordance with the City of Utica, New York Citizen Participation Plan, the City of Utica has prepared a Substantial Amendment to the City's 2021 Annual Action Plan.

The proposed Substantial Amendment involves \$661,078.80 in HOME-ARP (the HOME Program funds awarded through the American Rescue Plan Act) funds. This funding is administered by the United States Department of Housing & Urban Development (HUD).

The City's Citizen Participation Plan requires that public notice be provided at least thirty (30) days prior to the submission of a Substantial Amendment to HUD. Following considerable consultation with the Mohawk Valley Housing & Homeless Coalition, the area's Continuum of Care, and other human service agencies and organizations, the following plan has been developed:

1) Reallocate \$661,078.80 in HOME-ARP funds from the "Development of Affordable Rental Housing Units" activity budget line to the "McKinney-Vento Supportive Services" activity budget line.

This notice has been posted to the City of Utica's website: [www.cityofutica.com](http://www.cityofutica.com) on Friday December 13, 2024. The City intends to submit its HOME-ARP Substantial Amendment to its Program Year 2021 Annual Action Plan electronically to HUD no later than Tuesday January 14, 2025. Public comment regarding the proposed substantial amendment will be received by the City of Utica Department of Urban & Economic Development at 1 Kennedy Plaza, Utica, New York 13502 between the hours of 8:30 AM and 4:30 PM or at [btomas@cityofutica.com](mailto:btomas@cityofutica.com) until Monday January 13, 2025 at which time the changes described above will go into effect.

Michael P. Galime, Mayor  
City of Utica

# **GRANTEE SF-424s and CERTIFICATIONS**

\*SEE ATTACHED