Before Starting the CoC Application

The CoC Consolidated Application is made up of three parts: the CoC Application, the Project Listing, and the Project Applications. The Collaborative Applicant is responsible for submitting two of these sections. In order for the CoC Consolidated Application to be considered complete, each of these two sections REQUIRES SUBMISSION:
- CoC Application
- Project Listing

Please Note:

- Review the FY2013 CoC Program NOFA in its entirety for specific application and program requirements.
- Use the CoC Application Detailed Instructions while completing the application in e-snaps. The detailed instructions are designed to assist applicants as they complete the application forms in e-snaps.
- As a reminder, CoCs are not able to import data from the 2012 application due to significant changes to the CoC Application questions. All parts of the application must be fully completed.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1A-1 CoC Name and Number: MI-501 - Detroit CoC

1A-2 Collaborative Applicant Name: Homeless Action Network of Detroit

1A-3 CoC Designation: CA

1B. Continuum of Care (CoC) Operations

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1B-1 How often does the CoC conduct meetings of the full CoC membership? Bi-Monthly

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation? Annually

IB-3 Does the CoC include membership of a homeless or formerly homeless person? Yes

1B-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership? Select all that apply. Outreach, Advisor, Community Advocate, Organizational employee

1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

1B-5.1 Written agendas of CoC meetings?	No
1B-5.2 Centralized or Coordinated Assessment System?	No
1B-5.3 Process for Monitoring Outcomes of ESG Recipients?	No
1B-5.4 CoC policies and procedures?	Yes
1B-5.5 Written process for board selection?	Yes
1B-5.6 Code of conduct for board members that includes a recusal process?	Yes
1B-5.7 Written standards for administering assistance?	No

1C. Continuum of Care (CoC) Committees

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

	Name of Group	Role of Group (limit 750 characters)	Meeting Frequency	Names of Individuals and/or Organizations Represented
1C-1.1	Values & Funding Priorities Task Force	The Task Force is responsible for CoC-wide planning activities concerning system values and funding priorities. Specifically, the Task Force: 1) creates policies that are used to rank (tier) HUD CoC programs for the HUD CoC Program NOFA competition application and 2) establishes long-term policies that will be used in the future to make decisions about how all of the CoC's resources are used.	Bi-Monthly	HAND, McGregor Fund, VA, MSHDA, Southwest Counseling Solutions, Coalition on Temporary Shelter, United Community Housing Coalition, SOS, CSH, US ICH
1C-1.2	Detroit Team to End Chronic Homelessness (DTECH)	The role of DTECH is to increase supportive housing for the chronically homeless (CH) by sharing information, opportunities, best practices, and developing CoC-wide policy recommendations to be considered by the CoC governing body. DTECH is comprised of cross-sector representation and identifies and addresses barriers to housing and improving access to mainstream resources. In 2014, DTECH will have a role in monitoring CoC PSH projects serving the CH, to ensure these projects are targeting the most in need and assisting clients with retaining housing. DTECH will also oversee the "Moving Up" pilot, which will provide housing choice vouchers to clients who no longer need the intense services of PSH.	Monthly	HAND, NSO, CSH, Detroit-Wayne Mental Health Authority, COTS, DRMM, Southwest Counseling Solutions, MSHDA, Cass, Michigan Dept of Community Health, Veterans Administration, Travelers Aid, Gateway Detroit East, Detroit Central City, Development Centers

1C-1.3	Coordinated Assessment Model (CAM) Funders Workgroup	The Coordinated Assessment Model (CAM) Funders' Workgroup is a workgroup of the Detroit CoC responsible for providing advice and guidance to Detroit's coordinated assessment model (CAM) implementation, a CoC-wide process to standardize access to and assessment for all homeless programs. Comprised of staff member representatives that provide funding for the CAM (or to the homeless system in general), the Funders' Workgroup is responsible for discussing funder-related decisions and processes, including but not limited to the following: Uses of funds; Program eligibility criteria; Priority populations criteria; Systems and program outcomes; CAM policies and procedures; Reporting requirements; and, Streamlining processes.	Bi-Monthly	Michigan State Housing Development Authority, Michigan Dept of Community Health, Michigan State Dept of Human Services, City of Detroit Planning & Development Dept., The Salvation Army, Southwest Counseling Solutions, NSO, HAND, CSH
1C-1.4	Coordinated Assessment Model (CAM) Service Providers Workgroup	The CAM Service Providers Workgroup is a workgroup of the Detroit CoC responsible for providing advice and guidance to Detroit's CAM implementation. Currently, the workgroup is comprised of staff member representatives from homeless service provider agencies that are part of Phase I of the CoC's coordinated assessment implementation, a CoC-wide process to standard access to and assessment for all homeless programs. The Workgroup is responsible for making recommendations on provider-related practices, including the following: Managing the high volume of system inquiries and need; Using the common assessment tool; Coordinating referrals across agencies; Reporting requirements and HMIS usage; and, Streamlining processes.	Monthly	Homeless Action Network of Detroit, CSH, Southwest Counseling Solutions, Neighborhood Service Organization, The Salvation Army, Alternatives for Girls, Coalition on Temporary Shelter, Covenant House, Detroit Rescue Mission Ministries
1C-1.5	Project Review Committee	This committee reviews applications for state and federal homeless assistance funding and makes recommendations to HAND's Board of Directors. The committee reviews, scores, and ranks projects for funding based on established criteria. The committee makes recommendations on project(s) to be funded based on the extent to which the applicant demonstrates the experience and capacity to implement the project, and the extent to which the project is aligned with the CoC's goals and priorities, as given in the 10- Year Plan.	Quarterly	Homeless Action Network of Detroit

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommitees, and workgroups.
(limit 750 characters)

When the CoC establishes membership for CoC-wide committees, it considers membership from persons that have diverse knowledge of, or interest in, the subject-area. Example: In 2013, the CoC created the Values & Funding Priorities Task Force and solicited membership from the following stakeholder categories: homeless service providers, government partners (City/State/Federal), philanthropic and business community, homeless consumers, and CoC governing body members. The CoC held elections for the homeless service provider seats and provider agencies were allowed to vote; members from the other stakeholder categories were nominated or appointed. The result is that the Task Force is made up of representatives from each stakeholder category.

1D. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1D-1 Describe the specific ranking and selection process the CoC uses to make decisions regarding project application review and selection, based on objective criteria. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.
(limit 750 characters)

For the FY2013 CoC competition, the Detroit CoC assembled a Values & Funding Priorities taskforce to develop the ranking policies for the FY2013 competition. These policies were developed throughout the summer and fall of 2013, and were publically approved by HAND's Board of Directors on January 13, 2014.

All renewal projects must score at least 65% in the local application process, or be granted an appeal, in order to be ranked. Projects were ranked and prioritized by project performance score in this order:
1) HMIS & CoC Planning
2) New reallocated projects
3) First time PH renewals
4) PH projects with dedicated CH beds
5) PH projects without dedicated CH beds that scored at least 88%
6) All TH, SH, SSO, and lower-performing PH projects

1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.
(limit 1000 characters)

Projects are reviewed and ranked on an annual basis, based on data from the projects' most recent APR submitted to HUD and HMIS data. The APR data are reviewed and calculated to determine how the projects met performance expectations for the following measures: clients leaving with income, clients leaving with mainstream benefits, retention in PH, exit to PH, exit to positive housing destination. PH projects are expected to retain their clients for at least 6 months or longer, or exit them to another PH destination. TH projects are expected to exit their clients to a PH destination. SSOs are expected to exit participants to a positive housing destination. All projects are expected to ensure their clients exit with income/benefits.

The severity of barriers of project participants is taken into account as demonstrated by PH projects with dedicated CH beds ranked higher than other PH projects in the project priority ranking.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.
(limit 750 characters)

The Detroit CoC considers applications from entities not receiving HUD CoC funding for Perm Housing Bonus dollars. In the FY2012 local application process, entities not receiving HUD CoC funding were able to apply for Perm Housing Bonus dollars. At the time the CoC conducted its local application process for FY2013 funds (June 2013), the status of Perm Housing Bonus dollars was unknown. Therefore, the CoC did not solicit applications for FY2013 Perm Housing Bonus projects.

In the FY2012 and FY2013 competitions, the local application process for dollars available through reallocation has been limited to entities currently receiving HUD CoC funding.

See attachment "MI-501 Public Solicitation" for documentation of the above.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.	01/17/2014
1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?	

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes? Yes

1D-6.1 If no, briefly describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number.
(limit 1000 characters)

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months? No

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.
(limit 750 characters)

1E. Continuum of Care (CoC) Housing Inventory

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

1E-1 Did the CoC submit the 2013 HIC data in the HDX by April 30, 2013? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule, conformance with the 2010 HMIS Data Standards and related HUD Notices.
(limit 1000 characters)

The Homeless Action Network of Detroit (HAND) oversees and manages the Detroit HMIS project. There are currently 30 agencies and more than 100 programs using the HMIS in Detroit. These programs include emergency shelters, transitional housing programs, permanent housing programs, support services only programs, outreach and homeless prevention/rapid re-housing programs.

In the past year, we have implemented CoC-wide HMIS data sharing which allows for a reduction in duplicate data entry and improved coordination of care among homeless service providers. We also are currently implementing our Coordinated Assessment System and using the Service Prioritization Decision Assistance Tool (SPDAT) to determine the best intervention to meet client needs. We have policies and procedures that support the 2010 data standards and a data quality plan that ensures compliance to these standards.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached.	Yes

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan.
(limit 1000 characters)

The Privacy Plan and Security Plan were originally developed by the Michigan Statewide HMIS project in 2004, of which the Detroit CoC is a part. These plans are reviewed and updated annually by the CoC in conjunction with the Michigan Statewide HMIS project staff. All policies and procedures were originally developed by the Michigan Statewide HMIS Project in 2004 including The Data Quality Plan. All plans are reviewed annually.

The Detroit CoC HMIS staff has customized its Data Quality Plan and reviews and updates it annually.

The privacy plan includes requirements regarding the Privacy Statement, Public Notice, Privacy Notice, Privacy Policy, Privacy Script, Data Sharing Agreement and Release of Information as well as privacy training requirements.

The Security Plan includes requirements regarding Data Security protocol and Security Officer roles and responsibilities as well as training requirements.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead? Applicant will enter the HMIS software name (e.g., ABC Software). ServicePoint

2A-5 What is the name of the HMIS vendor? Applicant will enter the name of the vendor (e.g., ESG Systems). Bowman Internet Systems

2A-6 Does the CoC plan to change the HMIS software within the next 18 months? No

2B. Homeless Management Information System (HMIS) Funding Sources

2B-1 Select the HMIS implementation coverage area: Statewide

2B-2 Select the CoC(s) covered by the HMIS: (select all that apply) MI-500 - Michigan Balance of State CoC, MI-502 - Dearborn/Dearborn Heights/Westland/Wayne County CoC, MI-501 - Detroit CoC, MI-523 - Eaton County CoC, MI-504 - Pontiac/Royal Oak/Oakland County CoC, MI-519 - Holland/Ottawa County CoC, MI-503 - St. Clair Shores/Warren/Macomb County CoC, MI-518 - Livingston County CoC, MI-506 - Grand Rapids/Wyoming/Kent County CoC, MI-505 - Flint/Genesee County CoC, MI-516 - Norton Shores/Muskegon City & County CoC, MI-508 - Lansing/East Lansing/Ingham County CoC, MI-507 - Portage/Kalamazoo City & County CoC, MI-517 - Jackson City & County CoC, MI-510 - Saginaw City & County CoC, MI-514 - Battle Creek/Calhoun County CoC, MI-509 - Ann Arbor/Washtenaw County CoC, MI-515 - Monroe City & County CoC, MI-512 - Grand Traverse, Antrim, Leelanau Counties CoC, MI-511 - Lenawee County CoC, MI-513 - Marquette, Alger Counties CoC

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-3.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$289,456
ESG	$130,782
CDBG	$0
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$420,238

2B-3.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-3.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$0
State and Local - Total Amount	$0

2B-3.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$83,234
Private - Total Amount	$83,234

2B-3.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$0
Other - Total Amount	$0

2B-3.6 Total Budget for Operating Year	$503,472

2B-4 How was the HMIS Lead selected by the CoC? Agency Volunteered

**2B-4.1 If other, provide a description as to how the CoC selected the HMIS Lead.
(limit 750 characters)**

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

*** Emergency shelter**	86%+
*** Safe Haven (SH) beds**	86%+
*** Transitional Housing (TH) beds**	86%+
*** Rapid Re-Housing (RRH) beds**	86%+
*** Permanent Supportive Housing (PSH) beds**	86%+

2C-2 How often does the CoC review or assess its HMIS bed coverage? Quarterly

**2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months.
(limit 1000 characters)**

**2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage.
(limit 750 characters)**

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0".

Type of Housing	Average Length of Time in Housing
Emergency Shelter	32
Transitional Housing	8
Safe Haven	7
Permanent Supportive Housing	27
Rapid Re-housing	3

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

Universal Data Element	Percentage
Name	0%
Social security number	2%
Date of birth	1%
Ethnicity	2%
Race	2%
Gender	1%
Veteran status	1%
Disabling condition	3%
Residence prior to program entry	3%
Zip Code of last permanent address	3%
Housing status	2%
Head of household	2%

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.). (limit 1000 characters)

All HUD-funded programs and the Detroit CoC (including HMIS) generate the HMIS APR reports to enter their data into E-snaps. The CoC also uses HMIS to complete the CAPER. Reports are generated from the system on a regular basis, including outcome reports, the Self-Sufficiency Matrix report, annual reports, and data quality reports. Additionally, the Detroit HMIS contributes data annually to all table shells of the AHAR.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data? Quarterly

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges.
(Limit 1000 characters)

The CoC in collaboration with HMIS staff have established data quality performance measures for projects. Agencies are monitored on these measures throughout the year. HMIS staff generate various reports to assess each project's performance on data quality. For the local CoC competition application, projects are scored as to how well they have met the data quality measures.

To assist projects with data quality, HMIS staff provides daily help desk support, training on generating data quality reports and common data entry problems, and webinars every six weeks for the lead HMIS contacts at each agency. These webinars present system and data entry workflow changes, new reports, data quality concerns and procedures on how to address those concerns.

In addition to the support listed above, HMIS staff reviews bed utilization and data quality for each project quarterly using the AHAR Point in Time dates. HMIS staff then follows up with each project to address any data quality issues.

2D-6 How frequently does the CoC review the data quality in the HMIS of client-level data? Quarterly

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

*** Measuring the performance of participating housing and service providers**	Quarterly
*** Using data for program management**	Monthly
*** Integration of HMIS data with data from mainstream resources**	Annually
*** Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)**	Monthly

2F. Homeless Management Information System (HMIS) Policies and Procedures

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached. Yes

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS? (limit 250 characters)

Policies on entry and exit dates are presented for emergency shelters, residential programs, supportive services only programs and Continuum of Care programs are presented on page 19 of the manual.

2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2G-1 Indicate the date of the most recent sheltered point-in-time count (mm/dd/yyyy): 01/29/2013

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX: 04/30/2013

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time data:

Housing Type	Observation	Provider Shelter	Client Interview	HMIS
Emergency Shelters	0%	15%	0%	85%
Transitional Housing	0%	20%	0%	80%
Safe Havens	0%	0%	0%	100%

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change. (Limit 750 characters)

In 2012, the CoC reported 2,762 sheltered persons. In 2013, the CoC reported 2,507 sheltered persons, or a decrease of 255 persons. This decrease includes:
+ 79 fewer persons in families
+ 163 fewer single individuals
+ 13 fewer unaccompanied youth

There are several reasons for this decrease:
1) The CoC has put additional resources into prevention and rapid rehousing programs, which is likely impacting the decrease in numbers of persons in shelters.
2) The CoC has experienced a decrease in the number of shelter beds both for families and individuals. The decrease in the number of beds is comparable to the decrease in number of sheltered individuals.

2H. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count:**

Survey providers:	X
HMIS:	X
Extrapolation:	
Other:	

2H-2 If other, provide a detailed description.
(limit 750 characters)

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate.
(limit 750 characters)

1. Survey providers: Providers not using HMIS as of the night of the PIT were provided a survey and instructions for the sheltered PIT. These providers received phone calls and emails from HAND staff on how to accurately complete the forms. Additional follow-up occurred to ensure completion of all forms.

2. HMIS: All providers using HMIS as of the 2013 PIT were provided training by the HMIS Sys Admins on how to accurately enter all data in HMIS for the sheltered PIT. Training also included how to exit clients if needed. Following the PIT, reports were generated to identify potential duplicate clients, with corrections made as needed. Additional data clean-up was completed with HMIS end users to ensure accurate sheltered data in the HMIS.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2I-1 Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	X
HMIS plus extrapolation:	
Sample of PIT interviews plus extrapolation:	
Sample strategy: (if Sample of PIT interviews plus extrapolation is selected)	
Provider expertise:	
Interviews:	
Non-HMIS client level information:	X
Other:	

2I-2 If other, provide a detailed description. (limit 750 characters)

2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

1) HMIS: All providers using HMIS as of the 2013 PIT were required to also report in HMIS sub-population data for the sheltered PIT. The HMIS Sys Admins provided training and follow-up instructions to the end users to ensure the sub-population data was correctly entered.

2) Non-HMIS client level information: Providers that were not using HMIS as of the 2013 PIT were provided a survey and instructions for the sheltered PIT. These forms included instructions on recording sub-population data. These providers received both phone calls and emails from HAND staff on how to accurately complete the forms. Additional follow-up occurred as needed to ensure completion of all forms.

2J. Continuum of Care (CoC) Sheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:**

Training:	X
Follow-up	X
HMIS:	X
Non-HMIS de-duplication :	
Other:	

2J-2 If other, provide a detailed description. (limit 750 characters)

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate. (limit 750 characters)

1) Training: HMIS Agency Admins were trained via written instructions and webinar several days prior to the PIT on how to record in HMIS persons who were in their programs the night of the PIT.

2) Follow-up: In the days following the PIT, HMIS Sys Admins followed up with Agency Admins via phone and email reminding them of the needed data entry/data clean-up for the PIT, and assisting with data entry/data clean-up as needed to ensure an accurate count.

3) HMIS: Information collected from the sheltered count was entered into HMIS and a de-duplication report was run to ensure sheltered persons were only counted once.

2K. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2K-1 Indicate the date of the most recent unsheltered point-in-time count: 01/29/2013

2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD? Not Applicable

2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX: 04/30/2013

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and describe the specific reason(s) for the increase, decrease, or no change.
(limit 750 characters)

The years being compared are 2011 and 2013. In 2011 the CoC reported 353 unsheltered persons. In 2013 the CoC reported 282 unsheltered persons. Therefore, we reported a decrease of 71 unsheltered persons from 2011 to 2013.

One reason for the decrease is that the weather, which cannot be controlled for, significantly impacts the unsheltered PIT, resulting in fewer people being found in one year, and more the next. In 2013, the night of the PIT was unseasonably warm and rainy and many of the enumerators reported the weather contributed to their inability to find people. The enumerators reported that due to the rain more people were likely to be in abandoned buildings, making it difficult for these individuals to be found and counted.

2L. Continuum of Care (CoC) Unsheltered Point-in-Time Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:**

Public places count:	
Public places count with interviews on the night of the count:	X
Public places count with interviews at a later date:	
Service-based count:	X
HMIS:	X
Other:	

2L-2 If other, provide a detailed description. (limit 750 characters)

2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate. (limit 750 characters)

1) Public places with interviews: Enumerators went to targeted areas of the city where the homeless were known to congregate. They were trained on completing an interview form to collect personally identifying information and sub-population information.

2) Service-based count: Enumerators visited soup kitchens and drop-in centers 3 days after the street count. Persons at these locations were interviewed to determine if they had been unsheltered the night of 1/29/13. Information was collected from those who reported being unsheltered and had not already taken the survey.

3) HMIS: Information collected from the unsheltered count was entered into HMIS and a de-duplication report was run to ensure unsheltered persons were only counted once.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

2M-1 Indicate where the CoC located unsheltered homeless persons during the 2013 point-in-time count: A Combination of Locations

2M-2 If other, provide a detailed description. (limit 750 characters)

2N. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

*** 2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:**

Training:	X
"Blitz" count:	X
Unique identifier:	X
Survey question:	X
Enumerator observation:	
Other:	

2N-2 If other, provide a detailed description. (limit 750 characters)

2N-3 For each method selected, including other, describe how the method was used to reduce the occurance of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to recieve credit for any selection, it must be described here. (limit 750 characters)

1) Training: Enumerators were trained on how to accurately complete the unsheltered data collection form.

2) “Blitz” count: The unsheltered street count took place the same night as the sheltered count after the shelters were closed for the night. Enumerators were sent to their count areas on the streets at the same time to reduce chances of counting same areas twice.

3) Unique identifier: As much personally identifying information as possible was collected, so that as the data was entered into HMIS a unique identifier could be generated and persons could be de-duplicated.

4) Survey Question: Persons were asked if they had already answered the survey. If they responded “yes”, they were not counted.

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

Objective 1: Increase Progress Towards Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). The first goal in Opening Doors is to end chronic homelessness by 2015. Creating new dedicated permanent supportive housing beds is one way to increase progress towards ending homelessness for chronically homeless persons. Using data from Annual Performance Reports (APR), HMIS, and the 2013 housing inventory count, complete the table below.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

	Proposed in 2012 CoC Application	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.		1,189	1,230	1,230
3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.	149	293	375	569
3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.		300	300	300
3A-1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.		0%	5%	10%
3A-1.1e How many new PSH beds dedicated to the chronically homeless will be created through reallocation?		166	30	30

3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(limit 1000 characters)

Over the next 2 years, the CoC is developing and implementing several strategies to increase PSH beds for CH persons. The CoC recently worked with CSH to develop a report, which analyzes our transitional housing programs. Based on several criteria, some TH projects were identified as suitable for conversion to PSH. The CoC will be working with these programs to convert from TH to PSH serving CH persons. The CoC also expects to incentivize providers to use turnover units for CH by prioritizing such projects on the ranking priority lists. The CoC also began work with our PHA to develop a "Moving Up" pilot. The pilot aims to swap out up to 100 PSH vouchers for housing choice vouchers for those participants that no longer need intensive services. The turnover PSH units will then be used to serve people experiencing CH. Lastly, the CoC has begun work to develop a centralized waitlist, which will prioritize vulnerable populations such as CH persons for available units.

3A-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.
(limit 1000 characters)

The Values and Funding Priorities Taskforce and the Detroit Team to End Chronic Homelessness (D-TECH) will be responsible for implementing the goals of increasing the number of PSH beds for persons experiencing CH. The Taskforce is comprised of service providers, collaborative applicant staff, government entities, and foundations. It is charged with, amongst other things, identifying community priorities for homeless programming and developing funding strategies that align with said homeless programming. D-TECH, which is comprised of representatives of all CoC-funded PSH projects, will work with the taskforce to ensure new and current CoC-funded projects are working towards the goal.

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

Objective 2: Increase Housing Stability

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Achieving housing stability is critical for persons experiencing homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013? Yes

3A-2.2 Objective 2: Increase Housing Stability

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:	1932	2014	2042
3A-2.2b Enter the total number of participants that remain in CoC-funded funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.	1761	1832	1858
3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.	91%	91%	91%

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above. (limit to 1000 characters)

The Detroit CoC is exceeding HUD's goal of 88%, and plans to continue exceeding this goal in the coming years via the following strategies:

1) CSH trainings: The MI CSH office will provide trainings on best practices in service delivery to PSH clients.

2) Implementation of Coordinated Assessment: Coordinated Assessment will help ensure persons receive the appropriate intervention for their needs. Coord. Assmn't will also assist if a person in PSH needs to be transferred to another PSH provider in order to ensure housing retention.

3) Moving Up Pilot: In 2014 the Detroit CoC & State Housing Dvlp't Authority will pilot a "Moving Up" pilot, and provide an HCV voucher for persons who no longer need the intensive services of PSH. These persons will exit their PSH program to other permanent housing.

4) Monitoring: PSH projects will be monitored to ensure participants are retained or exited to other PH. Technical assistance will be provided if rates of retention or exit to PH decline.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects. (limit 1000 characters)

The following will be responsible for implementing strategies for increasing the rates of housing stability:
1) Michigan CSH Office: The MI CSH office will be responsible for providing training to give providers skills needed to retain clients in PSH.

2) Detroit Team to End Chronic Homelessness (DTECH): This committee of HAND meets monthly, and is co-chaired by staff from the local CSH office and the COO of one of the CoC's PSH providers. This committee will have a role in monitoring PSH projects serving the chronically homeless, to ensure these projects are targeting those most in need and assisting the clients with retaining housing. This committee will develop and recommend to the CoC governing body strategies that should be put in place to further ensure the targeting of PSH to the most in need. Lastly, a sub-set of this committee will also oversee the "Moving Up" pilot, which will provide HCV to clients that no longer need the intense services of PSH.

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

Objective 3: Increase project participants income

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to increase income is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-3.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013: 4689

3A-3.2 Objective 3: Increase project participants income

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-3.2a Enter the percentage of participants in all CoC-funded projects that increased their income from employment from entry date to program exit?	9%	11%	13%
3A-3.2b Enter the percentage of participants in all CoC-funded projects that increased their income from sources other than employment from entry date to program exit?	16%	18%	20%

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-3.1	
Earned Income	1255	26.76	%
Unemployment Insurance	164	3.50	%
SSI	1201	25.61	%

SSDI	430	9.17	**%**
Veteran's disability	155	3.31	**%**
Private disability insurance	3	0.06	**%**
Worker's compensation	6	0.13	**%**
TANF or equivalent	368	7.85	**%**
General Assistance	556	11.86	**%**
Retirement (Social Security)	88	1.88	**%**
Veteran's pension	76	1.62	**%**
Pension from former job	31	0.66	**%**
Child support	99	2.11	**%**
Alimony (Spousal support)	2	0.04	**%**
Other Source	220	4.69	**%**
No sources	1156	24.65	**%**

3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above.
(limit 1000 characters)

Approximately 16% of persons who exited a CoC-project increased their income from non-employment sources during their time in the project.

The CoC’s goal is that over the next year, 18% of persons will exit a CoC-funded project with an increase in income from non-employment sources. Because one of the primary sources of non-employment income is SSI/SSDI, this goal will be closely tied to the SOAR initiative in Michigan, which is led by the MI Dept. of Community Health. To help maintain the CoC’s performance in this objective, Detroit CoC will continue to be active in the SOAR initiative and will work with the MDCH to implement the State’s strategies for SOAR in Detroit.

In the coming year, the Detroit HMIS Sys Admins will also concentrate on training HMIS end users how to update client income amounts and sources via an interim assessment in HMIS. Updating this data in HMIS will ensure a more accurate reflection of increases in non-employment income.

3A-3.5 Describe the CoC’s two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

Approximately 9% of persons who exited a CoC-project increased their income from employment during their time in the project. This includes persons who had no employment but gained employment during their time in the project, and those persons who were employed when entering the project and increased their income from that employment during their time in the project.

The CoC has set a modest goal that over the next year, that 11% of persons will exit a CoC-funded project with an increase in income from employment sources. The CoC's 10-Year Plan to End Homelessness has a goal of "Creating opportunities for accessing and retaining sustainable employment…for people who are…homeless or at-risk of homelessness". Some of the steps identified to meet this goal include:

-Identify strategies to improve employment outcomes
-Allocate funding to programs that meet CoC employment outcomes
-Identify and address gaps and barriers to obtaining and sustaining employment for persons who are homeless

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit. (limit 1000 characters)

The Detroit CoC does not currently have a CoC-wide committee focused on CoC-wide employment outcomes. However, a number of CoC-funded organizations have, imbedded within their programs and agencies, a focus on employment via job training, linkages to employers, or educational services. These organizations include Cass Community Soc Svcs, Community & Home Supports, Detroit Rescue Mission, Neighborhood Legal Services Michigan, Southwest Counseling Solutions, & United Community Housing Coalition.

Additionally, the SOAR initiative will be responsible increasing income from non-employment sources.

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

Objective 4: Increase the number of participants obtaining mainstream benefits

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Assisting project participants to obtain mainstream benefits is one way to ensure housing stability and decrease the possibility of returning to homelessness. Using data from Annual Performance Reports (APR), complete the table below.

3A-4.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013. 5859

3A-4.2 Objective 4: Increase the number of participants obtaining mainstream benefits

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.	79%	79%	80%

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2013 and September 30, 2013.

Non-Cash Income Sources	Number of Participating Adults	Percentage of Total in 3A-4.1
Supplemental nutritional assistance program	4093	69.86 %
MEDICAID health insurance	1261	21.52 %
MEDICARE health insurance	98	1.67 %
State children's health insurance	38	0.65 %
WIC	95	1.62 %

VA medical services	223	3.81	%
TANF child care services	23	0.39	%
TANF transportation services	0		%
Other TANF-funded services	9	0.15	%
Temporary rental assistance	0		%
Section 8, public housing, rental assistance	82	1.40	%
Other Source	226	3.86	%
No sources	1300	22.19	%

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

At 79%, the CoC is performing well above HUD’s goal of 56% for this objective. This performance will be maintained in the following way:

The Detroit CoC’s success in assisting people with accessing mainstream benefits is due to the successful implementation of the statewide SOAR initiative. SOAR (SSI/SSDI Outreach, Access, and Recovery) is designed to assist homeless persons in applying for and securing SSI/SSDI benefits. The SOAR initiative in Michigan is led by the Michigan Dept. of Community Health (MDCH). MDCH has been working with Policy Research Associates in strategically planning for the continued successful implementation of SOAR in the State. Additionally, within the past year, MDCH has hired a new staff person to manage the SOAR initiative across the State.

To help maintain the CoC’s performance in this objective, Detroit CoC will continue to be active in the SOAR initiative and will work with the MDCH to implement the State’s strategies for SOAR in Detroit.

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that that access non-cash mainstream benefits from entry date to program exit.
(limit 1000 characters)

The State of Michigan Dept of Community Health is responsible as the leader of the SOAR initiative in the State. Within the CoC, provider organizations will be responsible for ensuring staff are trained on the SOAR process and are assisting clients with applying for SSI/SSDI benefits. Organizations in Detroit that regularly complete SOAR cases include: Cass Community Social Services, Detroit Central City CMH, Gateway Detroit East CMH, Neighborhood Service Organization, & Southwest Counseling Solutions.

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

Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In FY2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP). Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Using HMIS and Housing Inventory Count data, populate the table below.

3A-5.1 Objective 5: Using Rapid Re-housing as a method to reduce family homelessness.

	2013 Actual Numeric Achievement and Baseline	2014 Proposed Numeric Achievement	2015 Proposed Numeric Achievement
3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.	0	0	0
3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.	0	10	50
3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.	109	110	120

3A-5.2 Describe the CoC’s two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g.., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.
(limit 1000 characters)

The CoC (HAND) is using the following strategies to increase the number of families assisted with rapid re-housing (RRH):
1) Increase the amount of City ESG funds used for RRH to $1.35M for FY12-13 & FY13-14; previously, the City allocated $0 to RRH. These ESG funds will serve approx. 467 new households starting in 2014.
2) Prioritize the number of families served through SSVF grants from the VA; 3 providers were awarded ‘13 SSVF funds to serve 1,000 households in Detroit and surrounding counties.
3) The State Department of Human Services is exploring how to implement a RRH program, by reducing the amount of general assistance it allocates to shelters and reallocating the dollars to RRH.
4) HAND worked with a TA provider to assess whether some of the CoC’s TH projects could convert to a RRH model and identified 4 programs most ready. Conversion will depend on whether non-profits will be allowed to administer rental assistance over the long-term.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number of households with children that are assisted through rapid re-housing in the CoC geographic area. (limit 1000 characters)

The Homeless Action Network of Detroit and City of Detroit Planning & Development Department will oversee most of the entities responsible for carrying out rapid re-housing activities, excluding SSVF grants.

The individual agencies that received RRH funds, and will be responsible for increasing the number of families served, are: Southwest Counseling Solutions (State ESG and SSVF); Neighborhood Legal Services Michigan (SSVF); and, Bluewater Center for Independent Living (SSVF). The City has not officially awarded their ’12-’13 and ‘13’-14 RRH funds at the time this application is due to HUD, so the organizations receiving City ESG funds, that will be responsible for increasing the number of families assisted through RRH, cannot be identified here.

3A-5.4 Describe the CoC’s written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable.
(limit 1000 characters)

The CoC's Coordinated Assessment Model Policies & Procedures Manual outlines the prioritization process for which eligible households will receive rapid re-housing (RRH) assistance. Households in shelter or transitional housing are assessed for RRH if they do not leave on their own within 14 days and do not have a disability that prevents them from living independently. Detroit implemented the Service Prioritization Decision Assistance Tool (SPDAT) by OrgCode Consulting as its common assessment tool and uses acuity scores (27-53 for families and 20-39 for singles) that are received on the Full SPDAT assessment to prioritize eligible households for RRH assistance.

Program eligibility criteria are outlined in each program's policies and procedures (Detroit CoC receives a City and State allocation of ESG). Households getting City ESG are required to contribute 5% towards rent initially and the percentage is gradually increased every 3 months; there is no requirement for State ESG.

3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs?
(limit 1000 characters)

The CoC's rapid re-housing (RRH) providers are required to provide case management (CM) on a monthly basis and encouraged to provide CM more frequently, if the common assessment tool (Detroit uses the SPDAT for RRH) recommends that CM is needed on a more frequent basis (such as weekly or bi-weekly). The most common ways RRH providers contact participant households are via telephone or a previously arranged in-person appointment at the agency or household's residence. RRH providers have found that they are most successful meeting with clients at the time when next month's rent is to be paid for the household.

The CoC receives two ESG allocations – a State and a City allocation. The CoC (HAND) is the recipient of State ESG funds and requires all RRH providers to follow a series of standards related to client files, documentation requirements, reimbursement procedures, and data collection and reporting; HAND worked with the City to adopt the CoC's standards also for City RRH providers.

3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends?
(limit 1000 characters)

The CoC's rapid re-housing (RRH) providers do not generally follow-up with previously assisted households. However, when RRH financial assistance is provided, the goal is to provide the minimum amount possible to alleviate the immediate crisis, and to ensure future sustainability. In this way, the client will not have maxed out funding available to them, if there is a need for more assistance in the future. Upon exiting a client from a RRH program, a client satisfaction survey is completed and providers discuss with their clients how to access assistance in the future. Providers encourage their clients to contact the provider immediately if they are ever threatened with losing their housing again and they provide the clients a list of resources and contact information. RRH providers report that clients take advantage of the relationship they established with the RRH provider and former clients do make contact with the provider if they face the prospect of homelessness again.

3B. Continuum of Care (CoC) Discharge Planning: Foster Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-1.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-1.1a If other, please explain.
(limit 750 characters)

3B-1.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

The Michigan Department of Human Services has implemented formal protocols throughout its system (CFF 950) to assure that youth "aging out" of foster care are not discharged into homelessness, including discharge into McKinney-Vento programs. The "Youth in Transition (YIT)” Program prepares eligible foster-care teens for living independently by providing educational support, job training, independent living skills training, self-esteem counseling, and other supports. Under the YIT program, eligible youth are discharged into supervised independent living programs, transitional living programs, or given financial assistance (security deposit, 1st month rent, etc) and aftercare services to secure their own apartment. The Runaway & Homeless Youth Regional Alliance, which consists of some members of the Detroit CoC, keeps the CoC abreast of this program and other services to youth through presentations at membership meetings.

3B-1.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

The Michigan Department of Human Services(MI DHS) oversees the Youth in Transition Program and provides some of the services for youth at risk of homelessness. MI DHS also collaborates with several agencies in the Detroit area including Alternatives for Girls, Matrix Human Services, and Starfish to assist youth transitioning out of foster care and runaway and homeless youth.

3B. Continuum of Care (CoC) Discharge Planning: Health Care

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-2.1 Is the discharge policy in place mandated by the State, the CoC, or other? Other

3B-2.1a If other, please explain. (limit 750 characters)

The health care discharge policies currently in place are not mandated by either the State or the CoC. These policies are developed and implemented by the individual health care institutions.

3B-2.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

Many people that are discharged from hospitals are able to return to their prior housing, which include their own or shared residence. Others who require continued medical care are discharged to nursing facilities or AFC homes. When neither of the aforementioned options is available, the CoC works with healthcare facilities through the FUSE initiative to ensure that proper housing is available for those being discharged. As part of the 10 Year Plan, the Frequent Users Systems Engagement (FUSE) initiative, aims to provide a coordinated response to the need for shelter for individuals leaving health care settings. Some housing vouchers are available for eligible FUSE candidates for placement into subsidized housing upon discharge. The Detroit FUSE Initiative has regular workgroup meetings of homeless service providers and representatives of health care systems to discuss care coordination.

3B-2.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

The following organizations are involved in the FUSE initiative: Corporation for Supportive Housing, Henry Ford Hospital, the Detroit Medical Center, St. John's Health System, Advantage Health Care (the local Health Care for the Homeless grantee), the Michigan Department of Community health, Neighborhood Service Organization, and additional local service providers.

3B. Continuum of Care (CoC) Discharge Planning: Mental Health

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-3.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-3.1a If other, please explain.
(limit 750 characters)

3B-3.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)

Section 330.1209b of the State Mental Health Code requires that "the community mental health services program shall produce in writing a plan for community placement and aftercare services…" Consequently, many mental health providers have either developed housing programs or work with housing providers to ensure that people are not discharged into a homeless situation. People exiting a mental health institution typically move into transitional living programs, AFC homes, or independent living. One of the barriers that make it difficult for people with disabilities to access housing is a lack of income. Therefore, the CoC and MI Dept. of Community Health have implemented the SSI/SSDI Outreach, Access and Recovery (SOAR) initiative. Providers have staff who are trained to help people gain the benefits for which they qualify in an expedited manner. The SOAR initiative has helped people with disabilities including mental health to access housing more quickly.

3B-3.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)

The stakeholders for this issue include Detroit/Wayne Mental Health Authority, Development Centers, State Department of Community Health, Neighborhood Services Organization, New Center Community Mental Health, Southwest Counseling Solutions, Detroit Central City, Gateway and SOAR-trained local service providers.

3B. Continuum of Care (CoC) Discharge Planning: Corrections

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3B-4.1 Is the discharge policy in place mandated by the State, the CoC, or other? State Mandated Policy

3B-4.1a If other, please explain. (limit 750 characters)

**3B-4.2 Describe the efforts that the CoC has taken to ensure persons are not routinely discharged into homeless and specifically state where persons routinely go upon discharge.
(limit 1000 characters)**

The Michigan Prisoner Reentry Initiative (MPRI) is the Department of Corrections' (MDOC) initiative to better prepare and support citizens following their release from prison. Under MDOC Policy Directive 03.02.100, reentry plans must address housing upon release. The MDOC, the Michigan State Housing Development Authority (MSHDA) and the Coalition on Temporary Shelter (COTS) also are piloting a program called PUSH (Parolees Utilizing Supportive Housing) whereby eligible parolees receive rental assistance to lease scattered-site apartments. COTS helps with locating housing, negotiating with landlords, and ensuring residential stability. In addition to scattered-site apartments, parolees may find housing with one of six re-entry program providers. People exiting correctional facilities also often return to living with friends/family in the community in which they lived prior to incarceration.

**3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.
(limit 1000 characters)**

The MPRI program is overseen by the Michigan Department of Corrections. In addition, the following organizations receive funding from the MPRI Initiative to provide housing for people leaving correctional facilities: COTS, DRMM, Operation Get Down, Quality Behavioral Health, Traveler's Aid Society of Metro Detroit, and Heartline (Lutheran Social Services Michigan). The Michigan State Housing Development Authority (MSHDA) is also a partner through the PUSH initiative.

3C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoC's geography include the CoC's strategic plan goals for addressing and ending homelessness? Yes

3C-1.1 If yes, list the goals in the CoC strategic plan. (limit 1000 characters)

+ Housing: Provide safe, affordable, supportive, and longterm housing solutions for people who are homeless or at risk of becoming homeless.
+ Prevention: Prevent homelessness by strengthening and expanding resources and services that allow people to remain in their homes or quickly access housing when faced with a housing crisis.
+ Supportive Services: Strengthen the infrastructure of supportive services and community resources for people who are homeless or at risk of becoming homeless to assist them with accessing housing and maintaining residential stability.
+ Employment: Create opportunities for accessing and retaining sustainable employment to increase housing stability and selfsufficiency for people who are experiencing homelessness or at risk of homelessness.
+ Community Engagement: Build a political agenda and public will to end homelessness.
+ Collaboration: Create and sustain effective collaborations at all levels to generate greater impact on ending homelessness.

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients. (limit 1000 characters)

The CoC consults ESG recipients as follows:
STATE: The CoC Collab. Applicant, HAND, is the fiduciary for State ESG funds for Detroit, which are then sub-granted to a service provider. As the fiduciary for both FY12 and FY13 State ESG funds, HAND monitors the sub-grantee’s financial performance on a monthly basis by reviewing requests for reimbursements. The sub-grantee’s program performance is reviewed on a quarterly basis via HMIS. Additionally, HAND staff participate in State-wide workgroups to provide input to the State on ESG allocation strategies.
CITY: HAND staff consult with City of Detroit staff on their direct allocation of ESG in setting priorities and performance targets and developing and reviewing RFPs for funds. HAND staff met with City staff regularly during the planning for both the FY12 and FY13 ESG allocations. HAND staff closely monitor City ESG sub-recipients compliance with HMIS requirements, and assist sub-recipients with submitting monthly reports to the City.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities.
(limit 1000 characters)

The CoC receives two allocations of ESG funds – 1 from the State and 1 from the City.

State: In FY12-13, 90% of State ESG funds ($426K annually) were allocated for rapid re-housing (RRH) and homelessness prevention (PREV), with the remaining 10% allocated for HMIS and Admin. Specifically, of the total allocation, 33% is for RRH and 57% is for PREV.

City: In FY12-13, 44% of City ESG funds ($5.3M combined) were allocated for RRH and PREV, with the remaining funds used for Emergency Shelter (ES), Street Outreach (SO), HMIS and Admin. Specifically, of the total allocation, 28% is for RRH and 16% is for PREV.

Rationale: The CoC decided to allocate all State ESG funds to RRH and PREV, after being notified in 2010 of the State’s intent to allocate a larger portion of its funds for these activities. The City decided to allocate a portion of its funds to RRH and PREV, while maintaining funding for ES and SO, after the success of the HPRP program.

3C-4 Describe the CoC's efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area.
(limit 1000 characters)

Homelessness prevention (PREV) is a primary goal of the CoC’s 10-Year Plan to End Homelessness. The CoC Lead, HAND, serves as the fiduciary for State ESG funds and distributes them to Southwest Counseling Solutions solely for PREV and rapid re-housing. Prior to receiving State ESG assistance, the program helps clients apply for the State Emergency Relief program through DHS.

HAND worked with the City of Detroit, a direct recipient of ESG funds, to allocate a substantial portion of its ESG allocations for PREV activities. Several City programs specialize in PREV, including UCHC, which provides legal services to defendants in District Court via a landlord-tenant clinic and THAW, which provides emergency utility assistance. In addition, the CoC has 3 SSVF programs which provide case management and financial services to veterans at-risk of homelessness. The City’s Analysis of Impediments doesn’t identify fair housing choice barriers other than shortage of subsidized/affordable housing.

3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects.
(limit 1000 characters)

Through HOPWA, Cass provides housing and services to people with AIDS. They expanded their housing and services by acquiring another CoC-program that provides similar services through Ryan White funding. The CoC works with the Department of Human Services and shelters to ensure that TANF funds are used to provide financial support for shelter beds that serve families. CoC members, AFG and Matrix, provide housing and services to homeless youth in the CoC with RHY funding. Additionally, AFG sits on a subcommittee of the CoC, the Values and Funding Priorities Taskforce, to help inform resource allocation and planning, especially related to homeless youth. Matrix offers Head Start services to homeless families within the CoC. Many foundations support homeless programs. The McGregor Fund, for example, provides funding to the Collaborative Applicant and several member agencies for operations and program support. The CoC also works with 3 SSVF providers and approximately 10 CDBG programs.

3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness.
(limit 1000 characters)

The CoC has two PHAs, the Michigan State Housing Development Authority (MSHDA) and the Detroit Housing Commission (DHC), that are active participants in the CoC efforts. A rep from MSHDA participates in CoC meetings as well as subcommittees such as the Detroit Team to End Chronic Homelessness (DTECH) and the Values and Funding Priorities (V&FP) Taskforce. Similarly, a rep from DHC is a board member for the Detroit CoC. Another way in which MSHDA is engaged in the CoC efforts is by maintaining a homeless preference for its housing choice voucher (HCV) program. HCV applicants who are experiencing homelessness are prioritized in the program. Additionally, MSHDA actively seeks referrals from organizations from the CoC for the homeless preference. A lead agency, Southwest Counseling Solutions, coordinates all the applications from the Detroit CoC and submits them to MSHDA. As of 2013, over 6700 homeless preference vouchers have been issued in Wayne County.

3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers. (limit 1000 characters)

To prepare for coordinated assessment, HAND collected all written admissions criteria for ESG- and CoC-funded projects. HAND staff has been reviewing project admissions criteria and identifying areas where barriers exist. To-date, we know that approximately 30% of PSH and 40% of TH projects require income; and, approximately 25% of the projects require sobriety. Analysis of ESG projects is forthcoming but it is estimated to be less of an issue for those projects.

Through its coordinated assessment model (CAM), HAND is requiring that projects remove any eligibility barriers that are not funder-requirements, in order to serve homeless persons who have the most barriers. In order to help providers begin this process, in 2013, HAND held a meeting with providers to examine barriers to program entry and CSH conducted several provider-trainings. As each phase of the CoC's CAM process launches, it will be mandated that programs remove any non-funder eligibility criteria at that time.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach. (limit 1000 characters)

The CoC has adopted a Housing First approach as evidenced by:
1) The Housing goal of Detroit’s 10-Year Plan to End Homelessness states: “Guided by our core belief in the Housing First philosophy, providing permanent housing solutions for those affected by homelessness remains a primary goal for our community.”
2) Applications for new project funding must clearly demonstrate how Housing First is embraced. Applications are closely scrutinized on this point, with new project funding being allocated to applicants that have clearly demonstrated an understanding of, and experience in, implementing Housing First.
3) In the coming year, the CoC will be working with PSH providers to eliminate any additional requirements providers may have in place above basic eligibility criteria.
4) The local CSH office provides training on Housing First.
5) 81% of PSH providers provide Housing First, as indicated in their project applications.

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need. (limit 1000 characters)

The CoC’s Coordinated Assessment Model (CAM) is being implemented in four phases, covers the entire CoC geography, and is advertised by homeless providers and the community’s 211 hotline. Households with a housing crisis who are seeking assistance may contact the CAM by phone to be assessed or may be assessed by emergency shelter and outreach providers, which have been trained on the assessment tool. Launched in Fall 2013, Phase I is for families in shelter and households seeking prevention and rapid re-housing resources. Current participating providers include: family shelters; State- and City-funded ESG programs; outreach providers; and, Supportive Services Only (SSO) providers.

The CoC implemented the Service Prioritization Decision Assistance Tool (SPDAT) as its common assessment tool for CAM. The SPDAT is designed to assess a household’s acuity and recommends the appropriate level of housing and services to meet each individual household’s needs based on a unique acuity score.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. (limit 1000 characters)

The CoC has 5 PATH team and 3 other specialized outreach teams, including teams that engage the youth and LGBTQ population. The PATH teams work to engage individuals who are homeless and have a mental illness, a population that does not readily engage with systems of care. These teams conduct outreach in unsheltered locations where individuals are known to be, as well as in-reach to area soup kitchens and drop-in centers.

Youth outreach teams at Covenant House, Alternatives for Girls, and the Ruth Ellis Center engage youth that are living on the streets and/or living in precarious and exploitative situations. Alternatives for Girls and the Ruth Ellis Center have a special focus on young people engaged in, or at risk of becoming engaged in, sex work. The Ruth Ellis Center has an additional focus on LGBTQ youth.

Both of these populations were identified as needing targeted outreach services through conversations with outreach providers and by reviewing local data.

3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education programs or in school, as appropriate, and connected to appropriate services within the community.
(limit 1000 characters)

All Detroit CoC agencies receiving McKinney-Vento funds and serving families have policies in place that are consistent with educational rights under the McKinney-Vento Act. As such, these policies require that all children are enrolled in school and connected with the appropriate resources. These polices include intake and admission procedures that assess whether or not children are enrolled in school upon entering a program, the development of family case plans which include an assessment of children’s educational needs, and follow-up case management to ensure that children remain enrolled in school and connected with educational resources. Additionally, agencies have a staff person that coordinates with the Detroit Public School Homeless Liaison to ensure rights are respected and children are linked to educational services provided under the McKinney-Vento Act.

3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services.
(limit 1000 characters)

There is a Detroit Public Schools (DPS) liaison assigned to the Detroit CoC. The liaison works with both CoC and ESG funding recipients. Staff from agencies and the liaison serve as a resource for identifying homeless families. Through a referral by the liaison or agency staff, identified families are connected to resources. Both the liaisons and DPS rep share info about available educational and housing resources directly and at CoC meetings.

Additionally, the Education Liaison (EL) position was created to ensure that service providers and school staff are connected and informed of available resources. Housed at Wayne Metro, the Education Liaison is responsible for connecting all homeless families in the county with resources within the CoC or school system, developing and monitoring family case plans, and providing training to service providers and school staff alike. The EL also has a small budget to provide assistance to families in need of school supplies and other related items.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing. (limit 1000 characters)

The CoC Collaborative Applicant (HAND) educated providers on the HEARTH Act requirements regarding involuntary separation of families. Most shelters in Detroit have agreed to a written, no-denial policy via contracts with the State of Michigan Department of Human Service (DHS), which state shelters cannot deny admission to or separate families.

As part of the development of the coordinated assessment model (CAM) system, HAND inventoried all programs and compiled information about requirements including eligibility criteria. HAND will work with any programs that have barriers to admission, including family separation policies, to streamline requirements. Eventually, all programs serving families will be required to accept referrals through the CAM including accepting families with children under the age of 18. HAND will monitor this using the referral feature in HMIS. Non-compliant programs will be addressed through corrective action plans or defunding, if necessary.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness. (limit 1000 characters)

The Detroit CoC is able to use HMIS to monitor additional episodes of homelessness by persons who exit a RRH, TH, or PSH project. Additionally, all providers in the Detroit CoC's HMIS share client data; therefore, if a person presents for services at one provider, that provider can see in HMIS if the person had previously received services at another provider. This information can then be used to help coordinate care.

Once fully implemented, the coordinated assessment model (CAM) system, and HMIS, will be the primary means by which the CoC monitors returns to homelessness. Persons will be required to access the CAM if they have a housing need or crisis. This coordinated process will allow the CoC to better understand the extent to which persons who exit programs return for additional homeless services.

Additionally, many providers, including RRH providers, encourage their clients upon program exit to contact them again if the client has a future housing need.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

**3C-15.1 If yes, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.
(limit 1000 characters)**

3C-16 Has the project been impacted by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2013 CoC Program Competition? No

**3C-16.1 If 'Yes', describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.
(limit 1500 characters)**

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

In 2013, applications submitted to HUD for the Continuum of Care (CoC) Program will be evaluated in part based on the extent in which they further the achievement of HUD's goals as articulated in HUD’s Strategic Plan and the Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals. (limit 1000 characters)

By prioritizing new CH projects for funding; utilizing a common assessment tool that prioritizes vulnerable populations such as CH; and creating more housing for CH through voucher turnover, the goal of ending CH is being addressed. Ending vet homelessness is being accomplished through efforts to streamline the VASH lease-up process, a targeted outreach plan to vets, and a closer alignment between the VA and the 3 SSVF programs. Recognizing the importance of ending family homelessness, we are implementing coordinated assessment (CA) beginning with families. In doing so, we are streamlining access to resources for families. We do not have a local ICH. However, the CoC has taken significant steps to end all types of homelessness, which include the implementation of a CA system and restructuring of committees to better align values and priorities. Reductions in CH (33%) and family (11%) homelessness has put us closer to the targets. Increases in vet (17%) and overall homelessness (3%), make us recognize more effort is needed.

3D-2 Describe the CoC's current efforts, including the outreach plan, to end homelessness among households with dependent children. (limit 750 characters)

The CoC Collab Applicant (HAND) will utilize 3 strategies to address the number of homeless households with children. 1) HAND will continue to use ESG RRH and prevention to provide financial assistance and case management. 2) HAND will use reallocated projects to house chronically homeless persons, including chronically homeless families. 3) HAND will work to increase the access for families to appropriate programs and services. HAND is developing a coordinated assessment system to ensure that households receive the most appropriate interventions based on their needs. The pilot phase of the system is designed to begin with homeless families. By starting with families, we expect to reduce the number of families experiencing homelessness.

3D-3 Describe the CoC's current efforts to address the needs of victims of domestic violence, including their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population.
(limit 1000 characters)

The YWCA’s Interim House and COTS’ New Beginnings provide housing and services to address the needs of victims of domestic violence. Collectively, services offered by the Interim Housing and New beginnings includes emergency shelter, transitional housing, legal and sexual assault advocacy, family and individual counseling, life and parenting skills, employment assistance, food, clothing, and childcare services. Information and referrals are also made for transportation, medical care, permanent housing, and financial assistance. ESG and CDBG funding provides support to the Interim House. New Beginnings is a HUD CoC-funded program.

To ensure the safety and privacy of DV survivors, New Beginnings and Interim House do not enter client data into HMIS. Other providers or programs that may service DV survivors share client data in HMIS if a client authorizes it. If a client does not want their information shared, the HMIS record is closed so that others are not able to access it.

3D-4 Describe the CoC’s current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24.
(limit 1000 characters)

The CoC addresses youth homelessness via the following programs.
All youth (16-24):
+ Alternative for Girls: 19 ES beds, 21 TH beds
+ Catholic Social Services: 32 TH beds
+ Detroit Rescue Mission: 24 TH beds
+ Ruth Ellis Center: 5 TH beds
Youth 16-17:
+ Matrix Human Services: 10 ES beds
Youth 18-22:
+ Covenant House: 45 ES beds, 24 TH beds

Combined they offer 180 beds. These providers also offer many services including outreach, employment, and educational services to provide youth with the skills needed to transition to independent living. Ruth Ellis also provides services targeted specifically to LGBTQ youth and is the only organization of its kind in the Midwest to serve this population. Ruth Ellis and Alternative for Girls along with 2 other providers formed the Runaway and Homeless Youth (RHY) Regional Alliance to improve the system of care for homeless youth. Services and housing for youth is coordinated by partners in the RHY Regional Alliance to ensure youth have a safety net.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation.
(limit 750 characters)

The CoC's street outreach plan includes several programs: The Road Home employs mobile mental health staff to canvas the city, build relationships and encourage people living on the streets to seek treatment and shelter. Project Helping Hands (PHH) employs outreach workers to go to locations throughout the city where individuals are known to sleep outside to link them to shelter and treatment. 5 PATH teams conduct street outreach across the entire city to link literally homeless persons to mental health treatment. The Community & Police Advocacy program pairs a mental health staff with a police officer to canvas the downtown area of the city. Together, these programs cover the CoC's entire area. No geographic barriers are present.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans.
(limit 1000 characters)

To address veteran homelessness, the CoC is collaborating with the local VA. A rep from the VA serves on the CoC Board and is very active in the CoC, which has resulted in increased coordination of services.

There are numerous housing programs in the CoC that exclusively serve vets. Southwest Solutions operates a 150-bed PSH project exclusively for homeless vets. Also, over 430 VASH vouchers are currently leased up or in the process. The Detroit Rescue Mission and Michigan Vets Foundation operate 2 TH programs specifically targeted to vets. There are 384 beds available for vets through GPD programs.

Lastly, three SSVF programs operate within the CoC. Collectively, the SSVF programs are projected to assist over 950 veteran households in the County with supportive services and rental assistance.

Two of the three Detroit SSVF grantees were also awarded ESG grants from the City. Therefore, Veterans that do not qualify for SSVF or CoC-funded programs can be served using ESG assistance.

3E. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons?	Yes
3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families?	No

3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.
(limit 1000 characters)

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified?	Yes

3F. Reallocation - Grant(s) Eliminated

CoCs planning to reallocate into new permanent supportive housing projects for chronically homeless individuals may do so by reducing one or more expiring eligible renewal projects. CoCs that are eliminating projects entirely must identify those projects.

Amount Available for New Project: (Sum of All Eliminated Projects)				
$1,277,242				
Eliminated Project Name	**Grant Number Eliminated**	**Component Type**	**Annual Renewal Amount**	**Type of Reallocation**
Detroit Rescue Mi...	MI0036L5F011205	TH	$553,885	Regular
COTS TH Project	MI0035L5F011205	TH	$723,357	Regular

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name:	Detroit Rescue Mission Douglas TH project
Grant Number of Eliminated Project:	MI0036L5F011205
Eliminated Project Component Type:	TH
Eliminated Project Annual Renewal Amount:	$553,885

3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)

As an outcome to a technical assistance plan that was developed due to this project consistently under-performing for the past several CoC competitions, the CoC and the project applicant agreed that in the FY2013 CoC competition this project would be converted to PSH. Converting this project to PSH also meets a need in the CoC for more PSH beds.

3F. Reallocation - Grant(s) Eliminated Details

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

Eliminated Project Name:	COTS TH Project
Grant Number of Eliminated Project:	MI0035L5F011205
Eliminated Project Component Type:	TH
Eliminated Project Annual Renewal Amount:	$723,357

3F-2 Describe how the CoC determined that this project should be eliminated.
(limit 750 characters)

Following the FY2012 CoC competition, the previous grantee for these TH dollars relinquished their grant. Through a competitive process, the CoC identified the current grantee of these funds (COTS). In this competitive process, it was understood that these funds would be reallocated to a new PSH project in the FY2013 CoC competition. These reallocated dollars will meet a need for additional PSH units in the CoC.

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new rapid rehousing or new permanent supportive housing for chronically homeless persons may do so by reducing the grant amount for one or more eligible expiring renewal projects.

Amount Available for New Project (Sum of All Reduced Projects)					
Reduced Project Name	**Reduced Grant Number**	**Annual Renewal Amount**	**Amount Retained**	**Amount available for new project**	**Reallocation Type**
This list contains no items					

3H. Reallocation - New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project.

Sum of All New Reallocated Project Requests
(Must be less than or equal to total amount(s) eliminated and/or reduced)

$1,277,242

Current Priority #	New Project Name	Component Type	Transferred Amount	Reallocation Type
3	COTS PSH for...	PH	$723,357	Regular
4	Douglass Per...	PH	$553,885	Regular

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 3

Proposed New Project Name: COTS PSH for Chronically Homeless Families

Component Type: PH

Amount Requested for New Project: $723,357

3H. Reallocation - New Project(s) Details

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—either permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

FY2013 Rank (from Project Listing): 4

Proposed New Project Name: Douglass Permanent Housing

Component Type: PH

Amount Requested for New Project: $553,885

3I. Reallocation: Balance Summary

3I-1 Below is the summary of the information entered on forms 3D-3H. and the last field, “Remaining Reallocation Balance” should equal “0.” If there is a balance remaining, this means that more funds are being eliminated or reduced than the new project(s) requested. CoCs cannot create a new reallocated project for an amount that is greater than the total amount of reallocated funds available for new projects.

Reallocation Chart: Reallocation Balance Summary

Reallocated funds available for new project(s):	$1,277,242
Amount requested for new project(s):	$1,277,242
Remaining Reallocation Balance:	$0

4A. Continuum of Care (CoC) Project Performance

Instructions

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals?
(limit 1000 characters)

HAND monitors recipients' performance annually through a local application and evaluation process. Each project submits its most recent APR for review and scoring, which is reviewed remotely by HAND staff. Applicants earn points based on their performance, and must meet a minimum threshold score in order to be considered for funding.

The performance review evaluates projects on the extent to which a project demonstrates an ability to help clients obtain/maintain permanent housing and exit the program with income (both cash and mainstream benefits). The projects are expected to meet certain performance benchmarks in order to earn full points. These benchmarks are established based on the project type and are aligned with the CoC's goals as stated in the prior year's CoC Application.

Going forward, the CoC will also incorporate monitoring performance on the extent to which a project demonstrates reducing chronic homelessness or using rapid re-housing to house homeless families.

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals?
(limit 1000 characters)

HAND assists recipients in reaching HUD-established performance goals by monitoring their performance and educating them on HUD's performance expectations for reducing chronic homelessness, providing rapid rehousing, increasing housing stability, & increasing income from employment or non-employment sources.

HAND reviews project APRs annually for performance in these areas. All projects receive scoring sheets showing their performance in comparison to HUD-established performance goals.

Projects that do not meet performance expectations receive technical assistance, which varies depending on the performance issue being addressed. As needed, the CoC will utilize HUD-approved technical assistance providers to work with projects that consistently underperform.

Throughout the year HAND also provides training opportunities for CoC agencies on best practices in service delivery. CoC agencies are also trained on how to run and interpret HMIS reports to monitor their own project performance.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity?
(limit 1000 characters)

The CoC identifies capacity concerns via the local application process for CoC funding. In this process, HAND evaluates recipients on the following items which may signify capacity concerns: spending rates, program capacity rates, and timely submission of APR reports. If a recipient is slow in spending funds, significantly over/under bed capacity, or late in submitting APRs to HUD, they are required to provide an explanation on steps being taken to correct the situation and how the issue will be avoided in the future. If there is a lack of improvement in any of these areas, the CoC will refer the recipient to additional technical assistance.

HAND staff regularly assist recipients with understanding the CoC Program rule, particularly around client eligibility, allowable uses of funds, and changes in leasing & rental assistance programs. Staff regularly assist recipients with understanding how the new regulations impact their programs and changes they may need to make to become compliant.

4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?
(limit 1000 characters)

According to HMIS, the average length of time persons are in ES programs is 32 days; the average length of time persons are in TH programs is 8 months. This data includes shelters funded by ESG, and non-HUD funded TH programs.

The CoC has several efforts in place to track and reduce the length of time persons are homeless including:
1) Implementation of coordinated assessment & common assessment tool: the CoC is in the first phases of implementing a coordinated assessment system & a common assessment tool (the SPDAT). Once fully implemented, this system will help to ensure persons get the right intervention for their needs, thus reducing the length of time they are homeless.
2) HMIS data sharing: Within the past 3 months, the CoC has opened up HMIS data sharing amongst providers, which allows providers to see a client’s homeless history and lead to more effective services.
3) The CoC has worked with the City to allocate more ESG resources to RRH and prevention.

4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC’s geography?
(limit 1000 characters)

Using HMIS, the CoC is able to track the extent to which persons return to homelessness. Data from CY2012 reveal that of families who were homeless in 2012, 39% had been homeless 1-2 times in the past; of single adults, 30% had been homeless 1-2 times in the past.

The CoC is taking the following steps to reduce returns to homelessness for individuals and families:
1) Implementation of coordinated assessment & common assessment tool: the CoC is in the first phases of implementing a coordinated assessment system & a common assessment tool (the SPDAT). Once fully implemented, this system will help to ensure persons get the right intervention for their needs, thus helping to ensure they won’t recidivate back into homelessness.
2) HMIS data sharing: Within the past 3 months, the CoC has opened up HMIS data sharing amongst providers, which allows providers to see a client’s homeless history and lead to more coordinated services.

4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?
(limit 1000 characters)

The following outreach procedures are in place in the Detroit CoC to identify and engage with the homeless:
+Teams of outreach providers visit locations where people are known to be staying in places not meant for human habitation. These providers also visit drop-in centers and soup kitchens, where the unsheltered homeless are known to visit.
+Outreach teams coordinate efforts to help ensure they are not duplicating another team’s efforts.
+Many of the outreach teams have bilingual staff.
+The PATH outreach teams are funded by SAMSHA, and as such have on staff clinicians trained to assist persons with severe mental illnesses or other disabilities.

Outreach procedures may be revised as the CoC continues to implement coordinated assessment. The CoC has provided training to providers on procedures for the initial phase of coordinated assessment, which includes the phone number to call, and the process by which a person is assessed and referred for services.

4B. Section 3 Employment Policy

Instructions

*** TBD ****

4B-1 Are any new proposed project applications requesting $200,000 or more in funding? Yes

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons?
(limit 1000 characters)

Not applicable because no funds requested are for housing rehabilitation or new construction

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new constructions? No

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

4C. Accessing Mainstream Resources

Instructions:

For guidance on completing this form, please reference the FY 2013 CoC Application Detailed Instructions and the FY 2013 CoC Program NOFA. Please submit technical question to the OneCPD Ask A Question at https://www.onecpd.info/ask-a-question/.

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff? Yes

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

*** Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.**	100%
*** Homeless assistance providers use a single application form for four or more mainstream programs.**	24%
*** Homeless assistance providers have staff systematically follow-up to ensure mainstream benefits are received.**	100%

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually? Yes

4C-3.1 If yes, indicate the most recent training date: 10/04/2013

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.
(limit 1000 characters)

On September 24, 2013, all CoC-Program recipients and sub-recipients attended a CoC general membership meeting where Advantage Health Centers' (AHC) Healthcare for the Homeless program presented on Michigan's Affordable Care Act (ACA) and Expanded Medicaid enrollment and outreach activities. AHC, which is one of the agencies leading the outreach and enrollment activities in Wayne County, is conducting Community Health Fairs across the region each week to provide ACA and Expanded Medicaid information and assistance in signing up for health insurance. AHC has partnered with several of the CoC's homeless service provider agencies to conduct Community Health Fairs on-site and other providers are participating through events held directly at AHC.

4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?
(limit 1000 characters)

In the fall of 2013, the Michigan Dept of Community Health was awarded a 3-year Cooperative Agreement to Benefit Homeless Individuals (CABHI) from SAMHSA in the amount of $1.8 million. The State will use these funds in the City of Detroit, and is piloting the project with two CoC-funded organizations. One of the goals of the CABHI project is for the State to create systems change in order to expand certain mental health and/or substance abuse treatment services to be billable under Medicaid. HAND has been in conversation with the State and the two CoC-funded organizations to explore changing their CoC budgets to shift some CoC funds into housing, and bill for Medicaid the services that would have otherwise been covered with CoC funds. These conversations are continuing.

Additionally, with the expansion of Medicaid in Michigan, the CoC will provide training to service providers in the coming year to identify ways in which they may utilize this new resource to provide services.

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	FY2013 Con Plan C...	01/21/2014
CoC Governance Agreement	No	MI-501 FY2013 CoC...	01/30/2014
CoC-HMIS Governance Agreement	No	HMIS Governance C...	01/31/2014
CoC Rating and Review Document	No	MI-501 FY2013 Pro...	01/27/2014
CoCs Process for Making Cuts	No	MI-501 FY2013 Pro...	01/27/2014
FY2013 Chronic Homeless Project Prioritization List	No	MI-501 PSH Projec...	01/29/2014
FY2013 HUD-approved Grant Inventory Worksheet	Yes	FY2013 Final HUD ...	01/21/2014
FY2013 Rank (from Project Listing)	No	MI-501 FY2013 fin...	01/24/2014
Other	No	HMIS Policies and...	01/23/2014
Other	No		
Other	No		
Projects to Serve Persons Defined as Homeless under Category 3	No		
Public Solicitation	No	MI-501 Public Sol...	01/27/2014

Attachment Details

Document Description: FY2013 Con Plan Cert_MI-501

Attachment Details

Document Description: MI-501 FY2013 CoC Governance Charter

Attachment Details

Document Description: HMIS Governance Charter

Attachment Details

Document Description: MI-501 FY2013 Project Review & Rating Document

Attachment Details

Document Description: MI-501 FY2013 Process for Making Cuts

Attachment Details

Document Description: MI-501 PSH Projects Dedicated Beds to CH

Attachment Details

Document Description: FY2013 Final HUD approved GIW_MI-501

Attachment Details

Document Description: MI-501 FY2013 final project ranking and posting

Attachment Details

Document Description: HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: MI-501 Public Solicitation

Submission Summary

Page	Last Updated
1A. Identification	No Input Required
1B. CoC Operations	01/30/2014
1C. Committees	01/29/2014
1D. Project Review	01/27/2014
1E. Housing Inventory	01/23/2014
2A. HMIS Implementation	01/31/2014
2B. HMIS Funding Sources	01/28/2014
2C. HMIS Beds	01/23/2014
2D. HMIS Data Quality	01/29/2014
2E. HMIS Data Usage	01/23/2014
2F. HMIS Policies and Procedures	01/23/2014
2G. Sheltered PIT	01/23/2014
2H. Sheltered Data - Methods	01/23/2014
2I. Sheltered Data - Collection	01/23/2014
2J. Sheltered Data - Quality	01/23/2014
2K. Unsheltered PIT	01/27/2014
2L. Unsheltered Data - Methods	01/23/2014
2M. Unsheltered Data - Coverage	01/23/2014
2N. Unsheltered Data - Quality	01/23/2014
Objective 1	01/29/2014
Objective 2	01/29/2014
Objective 3	01/27/2014
Objective 4	01/29/2014
Objective 5	01/31/2014
3B. CoC Discharge Planning: Foster Care	01/28/2014
3B. CoC Discharge Planning: Health Care	01/28/2014

3B. CoC Discharge Planning: Mental Health	01/28/2014
3B. CoC Discharge Planning: Corrections	01/28/2014
3C. CoC Coordination	01/30/2014
3D. Strategic Plan Goals	01/31/2014
3E. Reallocation	01/23/2014
3F. Grant(s) Eliminated	01/24/2014
3G. Grant(s) Reduced	No Input Required
3H. New Project(s)	01/24/2014
3I. Balance Summary	No Input Required
4A. Project Performance	01/30/2014
4B. Employment Policy	01/23/2014
4C. Resources	01/24/2014
Attachments	01/31/2014
Submission Summary	No Input Required

OMB Approval No. 2506-0112 (Exp. 7/31/2012)

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Detroit Continuum of Care (MI-501)

Project Name: Multiple Projects - See attached list

Location of the Project: Multiple Projects - See attached list

Name of the Federal Program to which the applicant is applying: Continuum of Care (CoC) Program

Name of Certifying Jurisdiction: City of Detroit

Certifying Official of the Jurisdiction Name: Chidi Nyeche

Title: Executive Manager - Neighborhood Support Services Division

Signature:

Date: January 17, 2014

Attachment to 2013 Certification of Consistency with Consolidated Plan (HUD-2991)
Detroit Continuum of Care (MI-501)

RENEWAL PROJECTS					
Grantee Name	**Project Name**	**Location of Project**			
		Address	**City**	**State**	**ZIP**
Alternatives for Girls	H.O.P.E Initiative	903 W. Grand Blvd	Detroit	MI	48208
Cass Community Social Services	Bernauer Manor	Confidential location	Detroit	MI	
	Mom's Place I & II	1464 & 1534 Webb	Detroit	MI	48206
	Safe Haven	11850 Woodrow Wilson	Detroit	MI	48206
	Transitional Housing for Men at Scott	11850 Woodrow Wilson	Detroit	MI	48206
	Cass Apartments	1584 Elmhurst and 1440 Webb	Detroit	MI	48206
Catholic Social Services of Wayne County	Teen Empowerment Program	9851 Hamilton Ave	Detroit	MI	48202
	Teen Infant Parenting Services Program (TIPS)	1600 Blaine St.	Detroit	MI	48202
Charter County of Wayne	Supportive Housing Program – Southwest Solutions – SW Partners	5716 Michigan Ave	Detroit	MI	48210
	Supportive Housing Program – Gateway Community Health	6309 Mack	Detroit	MI	48207
	Supportive Housing Program – Gateway Community Health – New Beginnings	6309 Mack	Detroit	MI	48207
	Supportive Housing Program – DCI – Omega	17421 Telegraph	Detroit	MI	48219
	S + C- Gateway Community Health	Scattered sites throughout Detroit			
	Shelter Plus Care – Southwest Solutions 0110	Scattered sites throughout Detroit			
	Southwest Counseling Solutions Matrix S+C	Scattered sites throughout Detroit			
Community and Home Supports	Targeted Housing & Homeless Assistance Program	2111 Woodward, Suite 608	Detroit	MI	48201

RENEWAL PROJECTS					
Grantee Name	Project Name	Location of Project			
		Address	City	State	ZIP
Coalition on Temporary Shelter (COTS)	Buersmeyer Manor	8500 – 8600 Wyoming Blvd	Detroit	MI	48221
	DV TSP – New Beginnings	Scatted sites throughout Detroit – locations confidential due to nature of the program			
	Peggy's Place	16630 Wyoming	Detroit	MI	48221
	Peterboro Transitional Services Program	26 Peterboro	Detroit	MI	48201
	SAFAH Family Stabilization Program	26 Peterboro	Detroit	MI	48201
	West Grand Boulevard TSP	1887 W. Grand Blvd	Detroit	MI	48208
Covenant House Michigan	Rights of Passage Transitional Living Program	2959 MLK Jr. Blvd	Detroit	MI	48208
Detroit Central City Community Mental Health	Permanent Supportive Housing	10 Peterboro	Detroit	MI	48201
Detroit Rescue Mission Ministries	Detroit Rescue Mission	3535 Third Ave	Detroit	MI	48201
	Genesis House I/ Teen Moms	3840 Fairview	Detroit	MI	48214
	Genesis House II	12900 Chicago Blvd	Detroit	MI	48227
	Maranatha	13130 Woodward Ave	Highland Park	MI	48203
	My Own Place	Scattered sites throughout Detroit			
	Samaritan Center	13220 Woodward Ave	Highland Park	MI	48203
	The Oasis	13220 Woodward Ave	Highland Park	MI	48203
	Veteran's Independence Project	13220 Woodward Ave	Highland Park	MI	48203

RENEWAL PROJECTS					
Grantee Name	**Project Name**	**Location of Project**			
		Address	**City**	**State**	**ZIP**
Freedom House	New American Homeless/ New Beginnings	2630 W. Lafayette	Detroit	MI	48216
Homeless Action Network of Detroit	HMIS	1600 Porter	Detroit	MI	48216
Mariner's Inn	Extended Residency Program	445 Ledyard	Detroit	MI	48201
	Residential Treatment Program	445 Ledyard	Detroit	MI	48201
	Transitional Housing Program	445 Ledyard	Detroit	MI	48201
Michigan Department of Community Health	Development Centers Ren 12	Scattered sites throughout Detroit			
	Southwest Chronically Homeless II Ren 12	Scattered sites throughout Detroit			
	Southwest Springwells Ren 12	Scattered sites throughout Detroit			
	Southwest Counseling Solutions S+C III	Scattered sites throughout Detroit			
	COTS/NSO Chronic S+C	Scattered sites throughout Detroit			
Neighborhood Legal Services Michigan	Project Permanency One	455 W. Fort St, Suite 214	Detroit	MI	48226
Neighborhood Service Organization	SHP Leasing	Scattered sites throughout Detroit			
	NSO Bell Housing	882 Oakman Blvd	Detroit	MI	48238
Positive Images	Positive Images II	13336 E. Warren	Detroit	MI	48215
Southwest Counseling Solutions	Housing Recovery Project	Scattered sites throughout Detroit			
	Intensive Case Management Chronic Homeless Coordinated Assessment Model	Scattered sites throughout Detroit			

RENEWAL PROJECTS					
Grantee Name	**Project Name**	**Location of Project**			
		Address	**City**	**State**	**ZIP**
Southwest Housing Solutions	Wilshire Apartments 2012	388 West Grand Blvd	Detroit	MI	48216
	Springwells Partners SSO 2012	Scattered sites throughout Detroit			
The Salvation Army Eastern Michigan Division Harbor Light Special Services	The Target Home Program	20775 Pembroke	Detroit	MI	48219
Travelers Aid Society of Metropolitan Detroit	BEIT	Scattered sites throughout Detroit			
	Infinity	Scattered sites throughout Detroit			
	SHOP I	381 Covington	Detroit	MI	48201
	SHOP II	Scattered sites throughout Detroit			
	SHOP III	65 Cadillac Square, Suite 3000	Detroit	MI	48226
United Community Housing Coalition	Permanent Supportive Housing for the Homeless	220 Bagley, Suite 224	Detroit	MI	48226

NEW PROJECTS					
Grantee Name	**Project Name**	**Location of Project**			
		Address	**City**	**State**	**ZIP**
Coalition on Temporary Shelter (COTS)	New Permanent Housing Reallocated Project	Scattered sites throughout Detroit			
Detroit Rescue Mission Ministries	New Permanent Housing Reallocated Project	91 Glendale	Detroit	MI	48203
Homeless Action Network of Detroit	MI-501 CoC Planning Application FY2013	1600 Porter	Detroit	MI	48216

MI-501 Detroit Continuum of Care
Governance Charter and CoC Policies & Procedures

Bylaws of The Homeless Action Network of Detroit

ARTICLE I
NAME & PURPOSE

1.0 **Name**. The name of the Corporation shall be the "Homeless Action Network of Detroit".

1.1 **Purpose**. The purposes for which the Corporation is organized are as follows:

1.1.1 To improve the quality, effectiveness and coordination of services for homeless people; to serve as an information and training resource for homeless people, providers of services to homeless people, and people concerned about homelessness; and to effect systemic and institutional change to reduce the condition of homelessness.

1.1.2 To receive and administer funds and to operate exclusively for religious, charitable, scientific, literary or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, or comparable provision of subsequent legislation (the Code) and to give funds and property from time to time to other organizations to be used (or held for use) directly in carrying out one or more such purposes.

1.1.3 To acquire, own, dispose of and deal with real and personal property and interests therein and to apply gifts, grants, bequests and devices and the proceeds thereof in furtherance of the purposes of the Corporation.

1.1.4 To do such things and to perform such acts to accomplish its purposes as the Board of Directors may determine to be appropriate and permissible under Section 501 (c)(3) of the Code, with all power conferred on non-profit corporations under laws of the State of Michigan.

1.2 **Operation and Activities**. The Corporation shall be operated exclusively for charitable, educational and scientific purposes as a nonprofit corporation. No individual Director of the corporation shall have any title to or interest in the corporate property or earnings in his or her individual or private capacity and no part of the net earnings in his or her individual or private capacity and no part of the net earnings of the Corporation shall inure to the benefit of any director, officer, member of any private shareholder or individual. No substantial part of the activities of the Corporation shall consist of carrying on propaganda or other wise attempting to influence legislation, nor shall the Corporation participate in or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office.

1.3 **Dissolution**. Upon dissolution of the Corporation, the property remaining after providing for debts and obligations of the Corporation shall be distributed to that organization exempt from tax under Section 501 (c)(3) of the Code as may be designated by the Board of Directors.

ARTICLE II
OFFICES

2.0 **Corporate Offices**. The Corporation may have its offices at a location as determined by the Board of Directors.

ARTICLE III
MEMBERS

3.0 **Membership.** Membership in the Network shall be open to those individuals and organizations that subscribe to the purposes of the network as stated, in Article One (1). Membership implies acceptance and adherence to Corporation Bylaws and regulations.

3.1 **Annual Dues.** Membership dues shall be $100.00 for an organization or $50.00 for an individual, payable each fiscal year. Changes in dues shall be determined by the officers and Board of Directors.

3.2 **General Membership Meetings.** Meetings shall be held monthly on the third Tuesday of each month. Special meetings may be held at the call of the President/Board Chairperson.

3.3 **Conduct.** Members shall conduct themselves in a respectable and orderly manner at all Corporation activities or when representing the Corporation.

ARTICLE IV
DIRECTORS

4.0 **Duties and Authority**. The activities, property and affairs of the Corporation shall be managed by its Board of Directors which is empowered to exercise all such powers of the Corporation and to do all such lawful acts and things as are authorized by law, by the Corporation's Articles of incorporation or Bylaws. To the extent permitted by law, the Board of Directors may delegate power and authority in the exercise of its duties and responsibilities to its duly elected and duly appointed committees, and to its duly appointed officers or other such qualified agents. Expectations for Directors include the following:

4.0.1 Attend all regularly scheduled board meetings;

4.0.2 Be a regularly attending member on one of the Board's standing committees; and

4.0.3 Financially support Board approved activities and events.

4.1 **Number**. The Board of Directors shall consist of not less than fifteen (15) nor more than twenty-five (25) members, the precise number to be fixed by resolution of the Board of Directors from time to time.

4.2 **Composition**. The composition of the Board of Directors shall at all times include:

4.2.1 Two (2) persons who were formally homeless;

4.2.2 The Mayor of the City of Detroit or the Mayor's officially appointed designee;

4.2.3 The Officers of the Board;

4.2.4 Three (3) or more high level decision-making executives from related for-profit business or industry; and

4.2.5 High level decision-making officers or employees of non-profit organizations which serve people who are homeless.

4.3 **Terms of Office**. Each Director shall serve until his or her resignation or removal from the Board, as outlined below.

4.4 **Vacancies**. If any vacancy in the Board shall occur, the remaining Directors shall continue to act, and any such vacancy may be filled by the vote of a majority of the Directors then in office.

4.5 **Meeting Attendance.** Regular attendance at Board meetings is a requirement of service on the Board of Directors. A member of the Board of Directors is subject to removal from the Board upon their third unexcused absence within one (1) calendar year, from any regular meeting of the Board of Directors, including the Annual Meeting. A Director with four (4) consecutive unexcused absences within one (1) calendar year shall be deemed to have resigned. A Member of the Board of Directors who notifies the Secretary and/or member of the Executive Committee 24 hours in advance of a meeting of their inability to attend shall be marked excused. A member of the Board who fails to attend a meeting and does not notify the Secretary and/or member of the Executive Committee 24 hours in advance shall be marked unexcused.

4.6 **Removal**. Any one or more Directors may be removed with or without cause, at any time, by a vote of at least two-thirds of the Directors then serving at any regular or special meeting of the Board of Directors duly called and convened for such purpose.

ARTICLE V
MEETINGS OF THE BOARD OF DIRECTORS

5.0 **Meetings.** Regular meetings of the Board of Directors shall be held at least bi-monthly at such date, time and place as the President/Board Chairperson shall designate.

5.1 **Annual Meeting**. The Annual Meeting of the Board of Directors shall be held during the fall of each year, at such date, time and place, as the President/Board Chairperson shall designate.

5.2 **Special Meeting**. Special Meetings of the Board of Directors may be called at any time by the President/Board Chairperson, and shall be called by the Secretary upon the written request of five (5) or more Directors. Special meetings shall be held at such date, time and place as the President/Board Chairperson shall designate; provided that any special meeting called upon the written request of five (5) or more Directors shall be held not later than ten (10) business days after the Secretary shall have received such request at such date, time and place as the Secretary shall designate.

5.3 **Notice.** Notice of all meetings of the Board of Directors shall be given by serving a written notice upon each Director, in person, or by mail, (postage prepaid) by e-mail or fax with verbal confirmation at the Director's last known business address, in sufficient time to be received at least forty-eight hours prior to the time of the meeting. The notice shall state the date, time and place of the meeting and an agenda with a general description of the business to be transacted.

5.4 **Quorum**. At any duly called meeting of the Board of Directors, one third of the elected Directors then in office shall constitute a quorum for the transaction of business. Except as otherwise provided by law or in these Bylaws, all action of the Board of Directors shall be by a majority vote of the Directors present. All votes must be cast in person; there shall be no voting by proxy or other representative method.

5.5 **Action Without a Meeting**. Action required or permitted to be taken pursuant to authorization voted at a meeting of the Board or a committee thereof may be taken without a meeting if before or after the action, all members of the Board or of a committee consent thereto in writing. The written consents shall be filed with the minutes of the proceedings of the Board or committee. The consent has the same effect as a vote of the Board or committee for all purposes.

5.6 **Participation by Conference Telephone**. A member of the Board of Directors or committee thereof may participate in a meeting of the Board or committee thereof by conference telephone or similar communications equipment by which all persons participating in the meeting may hear each other. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.

ARTICLE VI
OFFICERS

6.0 Officers. The officers of the Corporation shall be a President, a Vice-President, a Secretary, and a Treasurer. The Corporation may also have other officers as the Board of Directors may determine from time to time. The Board will make every attempt possible to identify candidates for the position of President and/or Vice-President that do not only represent the non-profit, service sector. Officers will serve for a two (2) year term, after which time they may be re-elected for an additional two (2) year term. An officer may be voted back into their previous office by the Board following at least a one (1) term absence from the position.

6.1 Election of Officers. The Board of Directors at its Annual Meeting shall elect all officers by majority vote. The President/Board Chairperson, Co-Chairperson, Secretary, and Treasurer shall be elected from among the members of the Board of Directors. The officers shall serve until their two year appointment expires or until their successors are elected.

6.2 Duties of the Officers. The duties and power of the officers of the Corporation shall be as follows:

6.2.1 President/Board Chairperson. The President/Board Chairperson shall be the presiding officer of the Board, elected from among the members of the Board of Directors. The President/Board Chairperson shall preside at all meetings of the Board. The President/Board Chairperson shall have such duties and responsibilities as are customary for the office of the President and as may be assigned to him or her from time to time by the Board of Directors. These duties shall include:

6.2.1.1 The authority and responsibility for the administration of the Corporation in all its activities subject only to such policy as may be adopted and such orders as may be issued by the Board of Directors or by any of its Committees to which power has been delegated for such action;

6.2.1.2 Acting as the duly authorized representative of the Board of Directors in all matters in which these Bylaws or the Board of Directors have not designated some other person to act, and shall act as the Corporation's official representative in relation to outside agencies and the media;

6.2.1.3 Planning, organizing, maintaining, and controlling the operation of the Corporation within the policy limits established by the Board of Directors;

6.2.1.4 Analyzing the Corporation's activities and advising the Board respecting the same;

6.2.1.5 Fundraising;

6.2.1.6 Participation in all appropriate committees of the Board;

6.2.1.7 Attendance at all meetings of the Board of Directors;

6.2.1.8 Advising the Board on matters of policy formation; and

6.2.1.9 Performing such other duties as from time to time may be assigned by the Board of Directors.

6.2.2 **Board Co-Chairperson**. The Board Co-Chairperson shall be the Vice Chairperson of the Board, elected from among the members of the Board of Directors. The Board Co-Chairperson shall perform the duties of the Chairperson of the Board of Directors in the absence or disability of the President. The Board Co-Chairperson shall have such duties and responsibilities as are customary for the office of the Co-Chairperson and as may be assigned to him or her from time to time by the Board of Directors.

6.2.3 **Executive Director.** The Executive Director shall be appointed to the position at the pleasure of the Board, and shall be subject to the direction and control of the Board of Directors and the Executive Committee. The Executive Director shall be the official representative of the Board of Directors in the management of the Corporation. The Executive Director shall have authority and responsibility for the administration of the Corporation in all its activities subject only to such policy as may be adopted and such orders as may be issued by the Board of Directors or by any of its Committees to which power has been delegated for such action. The Executive Director shall act as the duly authorized representative of the Board of Directors in all matters in which these Bylaws or the Board of Directors have not designated some other person to act and shall act as the Corporation's official representative in relation to appropriate outside agencies. It shall be the duty of the Executive Director to plan, organize, maintain, and control the operation of the Corporation within the policy limits established by the Board of Directors; analyze the Corporation's activities and advise the Board respecting same; participate in all appropriate committees of the Board; attend all meetings of the Board of Directors; advise the Board on matters of policy formation; and perform such other duties as from time to time may be assigned to her or her by the Board of Directors. The above duties of the Executive Director may be delegated to other such qualified Corporation personnel as he or she may from time to time appoint. In the event of the death, disability, or absence of the Board Co-chairperson, the Executive Director shall perform the duties and exercise the powers of the Co-chairperson.

6.2.4 Secretary. The Secretary shall be elected from among the members of the Board of Directors. The Secretary shall perform the following duties:

6.2.4.1 Insure that the minutes of the Board and the Executive committee are recorded and signed by him/her in one or more books;

6.2.4.2 Be custodian of all the original records and documents of the Corporation;

6.2.4.3 Keep a current list of the Directors and their addresses;

6.2.4.4 File the Corporation's annual report with the State's Corporate Division; and

6.2.4.5 Perform all other duties that are incident to the office of Secretary or that may be assigned by the Board or the President/Board Chairperson, and that are not inconsistent with these Bylaws.

6.2.5 Treasurer. The Treasurer shall be elected from among the members of the Board of Directors. The Treasurer shall perform the following duties:

6.2.5.1 Supervise the receipt and custody of the Corporation's funds;

6.2.5.2 Maintain correct and complete books and records of account, including full and accurate accounts of receipts and disbursements in books belonging to the Corporation;

6.2.5.3 Ensure that an audit of financial records is conducted on an annual basis;

6.2.5.4 Prepare and render an annual statement to the membership on the financial condition of the organization;

6.2.5.5 Provide the Board of Directors with a statement of the financial condition of the organization at each of its regularly scheduled meetings;

6.2.5.6 Perform such duties as are customary to the office of Treasurer; and

6.2.5.7 Perform such other duties as the Board of Directors of the Executive Director may from time to time assign to the Treasurer. The Treasurer shall provide a bond for the faithful discharge of his or her duties in such amount as the Board of Directors or the Executive Committee may require.

6.2.5.8 Serve as the fiscal agent or designate the Corporation's fiscal agent to receive funds.

6.3 **Vacancies**. A vacancy in any office shall be filled by the Board of Directors at a regular meeting or at a special meeting called for that purpose.

6.4 **Removal**. Any Officer may be removed with or without cause, at any time, by a vote of at least two-thirds of the Directors then serving at any regular or special meeting of the Board of Directors duly called and convened for such purpose.

ARTICLE VII
COMMITTEES OF THE BOARD OF DIRECTORS

7.0 **Committees.** The Corporation shall have an Executive Committee of the Board of Directors, standing committees, and other committees as the Board of Directors deems necessary. Each standing committee shall consist of two or more members of the Board of Directors, which may have and exercise such power and authority of the Board of Directors as provided for in these Bylaws or as provided by a resolution of the Board of Directors establishing any such committee. Standing and ad-hoc committees shall function in an advisory capacity to the President/Board Chairperson and the Board at large. Committees may develop and implement programs and policies authorized by the Board of Directors. Committees shall not independently contact other organizations nor secure or attempt to secure funds from outside sources without the prior approval of the President/Board Chairperson. Committee chairpersons shall report on their activities at regularly scheduled board meetings and at such other times as directed by the President. The members of all standing committees shall hold office until relieved by their successors. All committee chairpersons should prepare a written report summarizing their respective committee's activities during their term of office.

7.1 **Designation of Ad-Hoc Committees.** The Board may appoint such committees of the Corporation, consisting of Directors and non-Directors of the Corporation, as it deems appropriate. No such committee, however, shall have any of the power of the Board of Directors.

7.2 **Quorum: Transaction of Business**. A quorum of the transaction of business for any committee shall be one third of the voting members of the committee. Each committee member shall have one (1) vote. All votes must be cast in person; there shall be no voting by proxy or other representative method. Minutes shall be kept for all committee meetings, and copies sent to the Board Secretary. The President/Board Chairperson of each committee will report at each regular meeting of the Board of Directors.

7.3 **Standing Committees.** Each standing committee shall be comprised of a minimum of three persons, with at least two from the Board of Directors. Each committee Chairperson is responsible for recruiting Directors and non-Directors to their committee. If a committee Chairperson is unable to recruit a second Director, the President/Board Chairperson shall be responsible for assigning one. The President/Board Chairperson, or in his or her absence the Executive Director, shall make all committee Chairperson appointments except that the Executive Committee shall be chaired by the

President/Board Chairperson. Efforts should be made to select a Chairperson that does not hold a position as an elected officer. Standing committees shall be as follows:

7.3.1 Executive Committee. The Executive Committee shall consist of the Officers of the Corporation.

7.3.1.1 Composition. The composition of the Executive Committee shall at all times include: the President/Board Chairperson of the Corporation; the Co-chairperson of the Corporation; the Treasurer of the Corporation; the Secretary of the Corporation; and the Executive Director of the Corporation. The Executive Committee shall be chaired by the President/Board Chairperson.

7.3.1.2 Powers and Duties. The Executive Committee shall carry out the policies of the Board of Directors and shall have charge of the management of the Corporation between meetings of the full Board of Directors, including the hiring of personnel, determination of compensation for employees of the Corporation, and the enactment of audits on the books and accounts of the Treasurer by a certified public accountant on an annual basis.

7.3.1.3 Meetings. The Executive Committee shall, upon call of the President/Board Chairperson or two of its members, meet as frequently as may be necessary at such date, time, and place as the President/Board Chairperson shall designate; members of the Executive Committee must be given notice of the meeting five (5) business days in advance. The Chairperson shall report on all Executive Committee activities to the Board of Directors at all scheduled meetings of the Board of Directors.

7.3.1.4 Nominating & Membership Sub-Committee. The Nominating & Membership Committee shall have as its purpose to recommend persons for election to the Board of Directors, to recommend a slate of officers for election to two year terms at the Annual Meeting of the Board of Directors, and to engage in efforts for the recruitment of new regular members. The Nominating & Membership Committee shall recommend to the Board of Directors persons to fill Board vacancies as soon as practicable after they may occur. The Nominating & Membership Committee shall be composed of three members: the President/Board Chairperson and two (2) Board members (non-Officers).

7.3.2 Housing Committee. The Housing Committee shall have as its purpose the enhancement of services to homeless persons in respect to quality (assessed via consultative, competent on-site surveys), effectiveness (assessed via a ranking or scoring system), and service coordination (with the goal of improving service access via a routing/referral system).

7.3.2.1 Detroit Team to End Chronic Homelessness Subcommittee. The role of this subcommittee is to overseeing the planning and implementation projects that address the needs of the chronically homeless.

7.3.3 Resource and Needs Assessment Committee. The Resource and Needs Assessment Committee shall have as its purpose to provide consumers and the community with homelessness information, and to offer providers training in areas of identified need. In meeting its purpose, the Resource and Needs Assessment Committee shall develop and annually update a resource catalogue for distribution, develop and or oversee the development of a newsletter for regular distribution, and conduct competent training sessions utilizing qualified trainers. The Committee will also be responsible for assessing the availability of current housing, services and gaps for homeless persons, including the Point in Time survey. Newsletters and areas of training should be in-line with Board priorities and have prior approval of the President/Board Chairperson.

7.3.4 Development Committee. The development committee shall be responsible for outreach, planning, coordinating, and implementing activities related to public relations, events, advocacy, and member services. The purpose of this committee is to raise public awareness of the needs of the homeless, increase participation in activities that address the needs of the homeless, and engage the broader community (including the government and corporate sectors) in the work of the Corporation.

7.3.5 Project Review Committee. The Project Review Committee shall have as its purpose the management of the process of administering or recommending large funding awards. This shall denote the management of the Super Notice of Funding Availability (Super NOFA) process and other large funding awards managed by the Corporation, and making recommendations to the Board of Directors for renewal and new grantee funding. The Project Review Committee's process for making recommendations shall be clear, competent, and consistent across programs.

ARTICLE VIII
FINANCES

8.0 Duties of the Board Members. The members of the Board have a legal duty to exercise reasonable care and prudence in directing the affairs of the Corporation and are responsible for seeing that the funds and property received by the Corporation are disbursed only for which they were given. The Board may not delegate this responsibility, and it shall require and approve the Corporation's annual budget and regular accounting of all funds received and disbursed by the Corporation.

8.1 Funds and Finances. All funds shall be placed in a depository, as the Executive Board Members shall determine. A separate account will be established for operating expenses and staff payroll. A fidelity bond shall be obtained for all the officers, and members of the Board, having control or authority over any of the funds or property thereof.

8.2 **Negotiable Instruments.** Unless otherwise approved by the Board, all bills payable, notes, checks, drafts, warrants, or other negotiable instruments of the Corporation shall be made in the name of the Corporation, and shall be signed by at least two of the following officers: the Treasurer, the President/Board Chairperson, Co-chairperson, or such other officers as may be authorized by an appropriate resolution of the Board of Directors or the Executive Committee. Except for the Treasurer, the President/Board Chairperson, Co-chairperson or other properly elected officer of the Corporation duly authorized by the Board of Directors or the Executive Committee, no officer or agent of the Corporation, either singly or jointly with others, shall have power to make any bill payable, note, check, draft, warrant or other negotiable instrument, or endorse the same in the name of the Corporation, or contract or cause to be contracted any debt or liability in the name or in behalf of the Corporation, except as herein expressly prescribed and provided and as authorized by an appropriate resolution.

8.3 Two co-signers shall execute every bill payable, note, check, draft, warrant, or other negotiable instrument; the checks issued by the bank for all accounts shall contain two (2) signature lines with a notation at the bottom of each check that two signatures are required.

8.4 **Independent Audit.** An independent financial audit shall be conducted each year.

ARTICLE IX
INDEMNIFICATION AND LIABILITY INSURANCE

9.0 **Indemnification and Liability Insurance**. Each person who is or was a director, officer or member of a committee of the Corporation and each person who serves or has served at the request of the Corporation, as a director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise shall be indemnified by the Corporation to the fullest extent authorized or permitted to corporations by the Michigan Non-profit Corporation Act or by any successor provisions of Michigan law. The Corporation shall purchase and continuously maintain insurance on behalf of any such person against any liability asserted against and incurred by such person in any such capacity or arising out of his status as such, whether or not the Corporation would have power to indemnify such person against such liability under the preceding sentence. The Corporation may, to the extent authorized from time to time by the Board, grant rights to indemnification to any employee or agent of the Corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time.

ARTICLE X
CONFLICT OF INTEREST

10.0 **Disclosure**. Each Director shall, prior to assuming his or her position and upon each re-election, complete a questionnaire so as to disclose in writing to the President/Board Chairperson and the chairperson of any committee on which he or she serve, a list of all business or other organizations of which he or she is an officer, member, owner, or employee, or for which he or she acts as an agent, with which the Corporation has, or might reasonably in the future enter into, a relationship or a transaction in which the member would have a conflict of interests.

10.1 **Additional Disclosure and Withdrawal**. At such time, if any matter should come before the Board or any committee thereof in such a way as to give rise to a conflict of interest, the affected member shall make known the potential conflict and, if requested by the Board or any Committee thereof, withdraw from the meeting for so long as the matter shall continue under discussion, except to answer any questions addressed to the affected member. Should the matter be brought to a vote, the affected member shall not vote on it. In the event that the member fails to withdraw voluntarily, the Chair shall require that (s)he remove himself/herself from the room during the discussion and vote on the matter.

10.2 **Notice to President/Board Chairperson**. Notwithstanding the above, the affected member shall bring to the attention of the President/Board Chairperson any business transaction involving such a conflict of interest.

10.3 **Approval**. Any business transaction which involves a conflict of interest with one or more members of the Board or a committee thereof shall be presented to the Board or its appropriate committee, with disclosure, for approval.

10.4 **Counsel**. In appropriate instances, the Chairperson of the Board of Directors may seek the advice of an independent professional on a conflict issue.

ARTICLE XI
MISCELLANEOUS PROVISIONS

11.0 **Corporate Seal**. The Corporation may authorize a corporate seal.

11.1 **Fiscal Year**. The fiscal year of this Corporation shall commence on July 1st and end on June 30th of each year.

11.2 **Parliamentary Procedure**. The parliamentary procedure of the Corporation, Board of Directors, President/Board Chairperson and all other committees established hereunder shall be governed by the most recent revised edition of Robert's Rules of Order unless contrary to the procedure set forth in these Bylaws. In case of conflict, the rules established by these Bylaws shall prevail.

11.3 **Waiver of Notice**. Whenever any notice of time, place, purpose or any other matter, including any special notice or form of notice, is required or permitted to be given to any person by law or under the provisions of the Certificate of Incorporation of Bylaws of this Corporation, or of a resolution of the directors, a written waiver of notice signed by the person or person entitled to such notice, whether before or after the time required for such notice, shall be equivalent to the giving of such notice. The Secretary shall cause any such waiver to be filed with or entered upon the records of the Corporation or, in the case of a waiver of notice of a meeting, the records of the meeting.

11.4 **Advisory Board**. The Board may appoint an Advisory Board to counsel the Board with respect to areas of need.

11.4.1 **Composition.** The Board of Directors may create and appoint an Advisory Board composed of community, corporate and business, political, and other leaders, members of other human service agencies, civic associations, and/or members of other community groups. Consumers of services and/or family members may also be appointed to the Advisory Board.

11.4.2 **Role.** Members of the Advisory Board shall be elected to membership based on interest, experience, resources, and or/or expertise which are of value to the Corporation. They shall have influence which supports the overall goal attainment of the Corporation. These members will be committed to the mission of the Corporation, but they may be unable to make the commitment for full Board of Directors membership or the Board of Directors may be at full capacity or at full capacity in the Advisory member's field(s) of expertise. Community members of standing and ex officio Board of Directors committees may also be elected to membership on the Advisory Board.

11.4.3 **Size and Terms of Service.** There shall be no limit to the size of the Advisory Board. There shall be no term limits, rather membership shall continue as long as the member demonstrates commitment to the Corporation and the relationship remains beneficial to the furtherance of the mission of the Corporation.

11.5 **Review and Amendment to Bylaws.** These Bylaws shall be reviewed at least annually, and revised as needed. These Bylaws may be altered, amended, or repealed by a majority vote of the Board of Directors upon written notice of at least fifteen (15) days in advance of the scheduled Board Meeting.

h.a.n.d.
Homeless Action Network of Detroit
P.O. Box # 3238, Highland Park, Michigan 48203 phone (313) 964-3666 fax (313) 963–6851 www.handetroit.org

Code of Conduct

Prepared By:
Attorney Jeffrey G. Nutt, J.D.
HAND Board Treasurer

Submitted To:
HAND Administration for Board Review

Date Compiled:
June 12, 2007

Date Revised:
September 18, 2012

Whereas, the Homeless Action Network of Detroit (HAND, hereinafter "Corporation") needs a Code of Conduct to ensure that the Detroit/Hamtramck/Highland Park Continuum of Care adheres to the highest ethnical standards;

Whereas, the Corporation seeks to avoid even the appearance of impropriety;

Whereas, the Corporation values integrity and fairness for all potential stakeholders;

Be it therefore resolved:

That a Code of Conduct is hereby established for the Corporation, subject to modification or amendment by the Corporation's board of directors from time to time;

That the Code of Conduct prohibits the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;

That administrative and disciplinary action steps are available, as noted below, to remedy violations of this Code of Conduct:

That the Code of Conduct shall be posted in plain view in a common area of the Corporation's Corporate Office and copied to all employees and board members, both now and in the future when staff or board changes occur;

That the Code of Conduct shall be used to ensure that all officers, employees and agents of the organization are aware of the Code of Conduct;

That the Code of Conduct Procedure shall consist of a) Step One: Any person having information that may help the Corporation ensure compliance with the Code of Conduct is asked to, immediately or within five (5) business days, provide a written report to the Executive Director, or in the alternative, the Coordinator or other board designee, of any real or potential Code of Conduct violations; b) Step Two: A written response and proposed corrective action plan shall be provided within five (5) business days of receipt of the above-referenced written report; and c) Step Three: If the matter is not corrected to the satisfaction of the interested or affected persons at the administrative level, a written appeal must be filed within five (5) business days with the Corporation's Secretary, requesting board review of the matter with a final determination made by the Executive Committee of the board in writing within five (5) business days thereafter.

That corrective action may include disciplinary action up to and including termination, return or refund of any gifts or gratuities, censure, discharge, removal, referral to law enforcement for possible criminal prosecution, or any or all of the above.

That this Code of Conduct shall be printed on corporate letterhead that provides the following mailing address, authorized official name, and telephone number:

Tasha Gray
HAND Executive Director
1600 Porter
Detroit, MI 48216
Phone: (313) 964-3666 x4202
Fax: (313) 963-6851

h.a.n.d.
Homeless Action Network of Detroit
P.O. Box # 3238, Highland Park, Michigan 48203 phone (313) 964-3666 fax (313) 963–6851 www.handetroit.org

CONFLICT OF INTEREST DISCLOSURE STATEMENT AND QUESTIONNAIRE
BOARD MEMBER, OFFICER, AND EMPLOYEE:

I, ______________________________, hereby acknowledge that I have been advised of the HAND Conflict of Interest Policy in the HAND By-Laws by having received a copy of the policy. I also acknowledge that the attached Conflict of Interest Questionnaire is accurate and complete to the best of my knowledge and understanding.

Further, I hereby acknowledge that I have ___ or I have not ___ "any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Homeless Action Network of Detroit, including but not limited to transactions involving:

1. The sale, purchase, lease or rental of any property or other asset;
2. Employment or rendering of services, personal or otherwise;
3. The award of any grant, contract, or subcontract;
4. The investment or deposit of any funds of the Homeless Action Network of Detroit."

The conflict of interest, which I have, consists of the following:
____

____

____

____

____

____

____

Use additional sheets if necessary.

______________________________ ______________________________
Signature Date

September 2013

h.a.n.d.
Homeless Action Network of Detroit

CONFLICT OF INTEREST DISCLOSURE STATEMENT AND QUESTIONNAIRE

Instructions: Please list affiliations with businesses or corporations that the Homeless Action Network of Detroit might reasonably in the future enter into a relationship or a transaction in which the officer, director, or employee would have a conflict of interest.

BUSINESS/ORGANIZATION	NATURE OF RELATIONSHIP (i.e. officer, owner, employee, agent)	TERM

A conflict of interest disclosure and questionnaire statement shall be furnished annually by each director, officer, and employee of HAND and at the time any such person assumes his or her position. The Executive and/or Audit Committee will review the disclosure statements and advise the Board of relevant information that may guide the Board's action and any revisions in this Policy that Board determines may be necessary.

September 2013

Homeless Action Network of Detroit

FY2013 HUD Continuum of Care Funding Competition

Renewal Application

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the FY2013 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

This packet contains information about the process that will be used for the FY2013 funding competition. Currently funded Continuum of Care (CoC) projects – formerly called "SHP" or "S+C" – that will expire during calendar year 2014 must request renewal funding in the 2013 funding process.

The information presented here has been developed before the release of HUD's Notice of Funding Availability (NOFA). Therefore, the information presented here is subject to change depending upon the content of the NOFA.

All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

Applicants must note that all application materials are due to HAND by **4:00 PM on Friday, June 28, 2013.**

Table of Contents

2012 Continuum of Care Application

Application Score

As of May 31, 2013 HAND has not yet received its scores for the 2012 CoC application (formerly called Exhibit 1). Once these scores are received, they will be shared with the CoC.

2012 Renewal Projects

In two separate announcements in Spring 2013, HUD announced funding for renewal projects that submitted applications in the FY2012 Continuum of Care NOFA competition. On March 13, HUD announced funding awards for renewal projects that were included in the CoC's Tier 1 ranking and on May 2, HUD announced funding awards for renewal projects placed in the CoC's Tier 2 ranking. HAND is pleased to report that all of the Detroit CoC's renewal projects placed in Tiers 1 and 2 were funded for the 2012 Continuum of Care NOFA competition, for a total of $22,066,922.

2012 New Projects

The CoC submitted the following new project applications in the FY2012 competition:

Applicant Organization	Project Name	Project Type	Amount Requested
HAND	CoC Planning	CoC Planning	$150,260
HAND	Coord Assmn't	SSO	$200,000
Southwest Counseling Solutions	Intensive Case Mangm't for Chronically Homeless	PH	$360,000
Southwest Counseling Solutions	Youth Solutions	PH	$749,300
Detroit Central City CMH	HEARTH	PH	$521,439
NSO	FUSE II	PH	$521,714
Total New Project Requests (notification pending)			$2,502,713

As of June 3, 2013 no notice has been received from HUD on the status of these projects.

2013 CoC Renewal Application Timeline

The Continuum of Care Homeless Assistance NOFA has not been released by HUD; it is anticipated to be released in summer 2013. Therefore, the following dates and submission deadlines below are subject to change upon the release of the NOFA and the due date of the CoC Application (Exhibit 1). HAND will communicate any changes in dates via email.

The timeline below applies only to renewal projects. If applicable, a timeline for new projects will be developed separately.

Task	
May	
May 21	• Application timeline provided at HAND membership meeting
June	
By June 3	• HAND releases renewal project application
June 12	• HAND holds CoC Homeless Assistance Grants Meeting for renewal project applicants ○ Meeting will be held from 1:30 – 3:30 PM at The Salvation Army (16130 Northland Dr, Southfield, 48075) ○ **Attendance at this meeting is mandatory for projects seeking renewal funding in the 2013 competition**
June 28	• **Renewal Project Applications Due by 4:00 PM** ○ Applications must be delivered to HAND's offices at 1600 Porter, Detroit
July	
Early July (anticipated)	• HUD releases CoC NOFA
Early July	• Values & Priorities Committee has established short-term funding priorities for 2013 competition
Mid July	• Initial review/scoring completed & renewal applicants informed of initial project score, ranking, and appeals process
Mid/Late July	• Timeline and any applicable application process for new project applications may be developed, pending details to be given upon release of the NOFA
Late July	• Renewal application appeals due to HAND
August	
Early/Mid August	• Applicants informed of final renewal project scores and project ranking
Early/Mid August (anticipated)	• Project application (Exhibit 2) submissions in eSNAPS (includes initial submission, HAND review, feedback, amendments, and re-submissions as needed)
Late August/early September (anticipated)	• CoC Application (Exhibit 1) and Project Applications (Exhibit 2) applications submitted to HUD by HAND via e-snaps
TBD	
End of 2013 NOFA Process	• HAND solicits and reviews feedback and/or recommended changes based on 2013 local application process, and produces summary report of application process

Renewal Project Funding Ranking & Priorities

Renewal funding is not guaranteed. In the FY2013 competition, HAND anticipates the allocation of funding the Detroit CoC will receive from HUD will not be sufficient to fully renew all projects that are eligible for renewal funding. CoC projects that have current grant terms that will expire in calendar year 2014 are eligible to submit their application to HAND for renewal funding.

As with the FY2012 competition, HAND anticipates that due to a decrease in funding available, the CoC will be required to prioritize and rank renewal projects. To address this, HAND has assembled a "Values & Priorities" task force. This task force has two primary purposes. First, it will help develop the funding and ranking priorities for the FY2013 competition. Secondly, this task force will help to shape our community's programmatic and funding priorities for the longer-term.

Renewal Project Scoring Overview

All renewal projects will be scored based upon the following components. There are a total of 100 points possible.

	Scoring Component	**Points Possible**
#1	Mainstream Resources & Employment	15
#2	Housing Performance *See project-type specific soring for this component below*	40
#3	Financial Performance	15
#4	HMIS Participation	20
#5	Consumer Satisfaction	5
#6	CoC Participation	5
	Total Points Possible	**100**

Threshold: All CoC Projects must score at least 65 points (65%) to be considered for renewal funding.

<u>Scoring and Ranking</u>

All renewal projects must score at least 65 points in order to be considered for submission to HUD for funding. The placement of the project in the priority ranking, however, may be dependent upon factors in addition to the score earned. As explained above, the Values & Priorities task force will be shaping these ranking priorities for the FY2013 competition.

Component #1: Mainstream Resources & Employment
Value = 15 points total

a) <u>Sources of Cash Income (7.5 pts)</u>

Projects will be scored on the percentage of adult leavers with *one or more* sources of cash income. Information will be taken from APR question 25a2. The *higher* the percentage of people with one or more sources of cash income, the *higher* the score.

- 60% - 100%: 7.5 points
- 40% - 59%: 4 points
- Below 40%: 0 points

b) <u>Sources of Non-Cash Income (7.5 pts)</u>

Projects will be scored on the percentage of adult leavers with *one or more* sources of non-cash income. Information will be taken from APR question 26a2. The *higher* the percentage of adults leaving with one or more sources of non-cash income, the *higher* the score.

- 80% - 100%: 7.5 points
- 60% - 79%: 4 points
- Below 60%: 0 points

NON-SCORED QUESTION

One of HUD's main performance measures for *all* Continuum of Care projects is the percentage of clients who leave the program with employment income. This is a measure the Continuum of Care must report every year in its HUD Continuum of Care application. **Note that while an employment income question is not being scored in the 2013 competition, projects should expect that in future competitions, HAND may include a scored version of the question below:**

c) <u>Earned Income</u>

Projects will be scored on the percentage of adult leavers with earned income. Information will be taken from APR question 25a1. The *higher* the percentage of adults leaving with earned income, the *higher* the score.

Component #2: Housing Performance
Value = 40 points total

Permanent Housing (PH) Projects

a) Projects will be scored on the percentage of participants who remain in PH projects for more than 6 months. This information will be gathered from APR question 27.

- 85% – 100%: 30 points
- 77% – 84%: 20 points
- 60% – 76%: 10 points
- Below 60%: 0 points

b) Projects will be scored on the percentage of participants who exit the program to a permanent housing destination. This information will be gathered from APR questions 29a1 and 29a2.

- 85% – 100%: 10 points
- 77% – 84%: 5 points
- Below 77%: 0 points

Transitional Housing (TH) Projects and Safe Haven (SH) Projects

a) Projects will be scored on the percentage of participants who exit the program to a permanent housing destination. This information will be gathered from APR questions 29a1 and 29a2.

- 70% – 100%: 30 points
- 65% – 69%: 20 points
- 55% – 64%: 10 points
- Below 55%: 0 points

b) Projects will be scored on the percentage of participants who exit the program with a known destination. This information will be gathered from APR questions 29a1 and 29a2 (don't know and missing information).

- 90% – 100%: 10 points
- 80% – 89%: 5 points
- Below 80%: 0 points

<u>Supportive Services Only (SSO) Projects:</u>

a) Projects will be scored on the percentage of participants who exit the program to a positive housing destination. This information will be gathered from the HMIS ART Discharge Destination Report, which will be run by HAND's HMIS staff, for the project's APR year.

- 70% – 100%: 30 points
- 60% – 69%: 20 points
- 50% – 59%: 10 points
- Below 50%: 0 points

b) Projects will be scored on the average percentage of improvement in the four required Self-Sufficiency Matrix (SSM) domains (income, employment, housing, and life skills). This information will be gathered from an HMIS ART report, which will be run by HAND's HMIS staff, for the project's APR year.

- 25% or greater: 10 points
- 15% – 24%: 5 points
- Below 15%: 0 points

All Projects (Non-Scored, Optional Question)

<u>Explanation of Performance Outcomes and Continuous Quality Improvement (optional question, not required)</u>

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project's performance outcomes for the scored questions in Component #1: Project Performance and any steps the agency may be taking to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project's performance.

Component #3: Financial Performance
Value = 15 Points total

Financial performance will be monitored and scored based on the extent to which each project has expended its annual budgeted HUD grant during its most recently completed project year. Scoring will be based on the following formula:

- Expended 95% - 100% of grant funding: 15 points
- Expended 90% - 94% of grant funding: 8 points
- Expended less than 90% of grant funding: 0 points

Please note that any organization found to have less than 95% of their grant expended will also be required to provide an explanation of the situation to HAND and why some funds were recaptured. Depending upon the nature of the situation, the project or organization may be targeted for follow-up technical assistance. If HAND deems the nature of the recapture to be of significant concern, the project may not be submitted for renewal funding.

Component #4: HMIS Participation

Value = 20 Points total

Projects will be scored based on the project's participation in HMIS. The HMIS score is broken down into several sub-components, as follows. HAND staff will be generating the reports for questions c through g. Unless otherwise noted, HMIS reports will be run by HAND staff on or after July 1, 2013 using the following reporting dates: June 1, 2012 to May 31, 2013.

Sub-Component	Points	Note
a) Submission of an HMIS ART APR for the same timeframe as your most recently submitted APR to HUD.	2	• Applies to: Project being submitted for renewal funding
b) Data in ART APR is within 5% of the data in the APR submitted to HUD.	4	• Applies to: Project being submitted for renewal funding • Agencies are reminded that HUD's APR Guidebook states: "APRs should be generated from the data collected in your HMIS."
c) Attendance at majority of Agency Administrator meetings during August 2012 – May 2013.	2	
d) Completion of the Self-Sufficiency Matrix for at least 90% of all clients entering into the program.	4	• HAND requires that all programs complete the SSM for all clients using at least the following domains: Income, Housing, Employment and Life Skills • Applies to: Project being submitted for renewal funding
e) At least 90% of the Universal Data Elements (UDEs) in HMIS are complete (average of all UDEs).	4	• Applies to: Project being submitted for renewal funding
f) Number of clients in HMIS is not more than 105% or less than 65% of the number of clients on the Housing Inventory Chart for the AHAR Point-In-Time date of April 24, 2013.	4	• HAND staff will generate this report; organization does not need to submit anything additional • Applies to: Transitional Housing (TH), Save Haven (SH) or Permanent Housing (PH) projects

		• Includes former S+C projects
g) At least 80% of clients have a known location upon being exited from an SSO program.	4	• Applies to: SSO projects only
Total Points Possible	**20**	

NOTE: Organizations that score low on the HMIS component (10 or less points out of the possible 20 points) will be targeted for follow-up technical assistance to help remedy the deficiencies. These organizations must commit to working with HMIS staff to resolve the deficiencies identified.

Component #5: Consumer Satisfaction & Participation

Value = 5 Points total

Projects will be scored on their submission of the following items. These will be answered in narrative form in the application:

- Brief narrative statement of how the agency collects consumer feedback and satisfaction. Include the agency's frequency, method, and process for obtaining consumer feedback. (1 point)

- Brief narrative on how the agency responded to any consumer feedback (including negative or critical feedback) over the course of the past year. (2 points)

    - NOTE: HAND understands that in the course of this line of work, negative or critical feedback from consumers is not unusual, nor does it necessarily point to major program deficiencies. The score is not based on having no negative consumer feedback. Instead, it will be based on the manner in which the agency handles such feedback, takes seriously concerns raised by its consumers, and makes changes – as appropriate – in response to such feedback.

- Answer this question regarding consumer involvement in decision-making or other role within the organization:
    - Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following:
        - A position on the organization's Board of Directors
        - A peer counselor (or similar role)
        - A consumer-led tenant advisory council (or similar role)

_____ Yes (2 points)

If "yes", please briefly describe the nature of how the organization engages consumers or former consumers in the decision-making process or other role within the organization:

_____ No (0 points)

Component #6: Continuum of Care Participation

Value = 5 Points total

a) Organization participated in the January 2013 Point-in-Time Count through at least one of the following:

- By having a team on the street during the street count (night of Jan 29) OR
- By having a team participate in a next-day interview shift on either Jan 30, 31, or Feb 1

Yes = 2 pts
No = 0 pts

b) A maximum of 3 points are available for an agency's participation in the Continuum of Care meetings (also called HAND's membership meetings) during the time period of July 2012 to May 2013 (6 meetings total), based on the following scale:

- Organization represented at 5 or more meetings: 3 points
- Organization represented at 3 - 4 meetings: 2 points
- Organization represented at 2 meetings: 1 point
- Organization represented at 1 or fewer meetings: 0 points

Changes in Scoring From 2012 to 2013

HAND has not released a draft application for comment because the changes made to the application from 2012 to 2013 were very minor. The changes made are:

1) In the 2012 application, Component #1 included both questions regarding people leaving a program with income or mainstream resources and the program-specific housing component. For greater ease in reviewing information, these items have been separated into two components, Component #1: Mainstream Resources & Employment and Component #2: Housing Performance.

2) Permanent Supportive Housing programs are scored on the rate to which people are maintained in the program for at least 6 months. In 2013, this rate will be calculated by excluding from calculations persons who were still in the program at the end of the project term, but had been in the program for less than 6 months. In 2012 these persons were included in the calculations.

3) Component #3: Financial Performance, asks for information that HAND typically receives directly from the HUD Field Office. This year, organizations are required to report this information on their application.

4) Component #6: CoC Participation, awards points for participation in the January 2013 point-in-time count, as well as points for attendance at the bi-monthly HAND meetings.

CoC Renewal Project Threshold Score & Reallocation

In 2013, HAND will continue a scoring threshold for all CoC renewal projects. **All CoC renewal projects must score at least 65 points (65% of 100) to be renewed for funding.** Projects that score less than 65 points may not be submitted to HUD for funding, depending on the outcome of the appeals process (described below). These dollars may be reallocated competitively to a new project, depending upon the total amount of funds available and the funding and ranking priorities that will be developed by the Values and Funding Priorities task force.

Organizations should note that this threshold now also applies to projects that were formerly called “Shelter + Care” (S+C). In the past, CoCs could not reallocate S+C funding. Under the new HEARTH Regulations, however, these projects now fall under the CoC Program Rule and are able to be reallocated like the former SHP projects. Therefore, these projects will be subject to the scoring threshold.

Appeals Process

An appeals process will be available for renewal projects that do not pass the scoring threshold (65 points). Details on the appeals process may be found in HAND’s Appeals Policy.

Organizations that are eligible to submit an appeal will receive greater details from HAND on deadlines for submitting an appeal, as well as how to submit and the content of the submission. The following should be noted:

- Organizations that are eligible to submit an appeal, will need to appeal based on a factor other than that the organization had initially submitted incorrect data to HAND.
- A separate appeals committee will review the appeals, and make a recommendation to HAND’s Board of Directors whether the project should still be considered for submission to HUD.
- If an appeal is granted, the project will still be subject to ranking priorities.

APR Instructions for Youth Serving Organizations

Organizations that serve as one of their target populations people who are below the age of 18 are required to submit an additional ART APR to HAND. These organizations are required to submit an APR from ART for the same time frame as their most recently completed grant year, however, <u>when running the report the organization should change the legal age from “18” to “13”.</u> Doing so will allow HAND to have a more accurate picture of the outcomes of the individuals who left the program during the program year.

This requirement applies to the following organizations/programs:
- Alternatives for Girls
- Catholic Social Services of Wayne County TIPS I and II
- Catholic Social Services of Wayne County Teen Empowerment Program

- Detroit Rescue Mission Ministries Teen Mom Program

HAND will use the data from this APR when reviewing program performance. HAND is making this accommodation for these youth-serving organizations in recognition that a number of clients under the age of 18 leave their programs, and ART only records in the APR the exit data for clients that are considered legal adults. Therefore, changing the legal age to 13 should more accurately reflect the disposition of all people who left the program, not just those ages 18 or older.

NOTE: Running the APR with this modified age is only for the purposes of this application. When submitting the APR to HUD, the legal age should be kept at "18".

For additional assistance on how to run these APRs, the above mentioned providers are encouraged to contact Andrea Kuhn at andrea@handetroit.org, 313-964-3666 x4205 or Selwin O'Neal at selwin@handetroit.org, 313-964-3666 x4204.

Required Annual Performance Reports (APRs)

Organizations are reminded that all APRs are now submitted only via eSNAPS, and must be submitted within 90 days of the completion of the operating year.

- Note for renewal projects with a grant term ending in April or May 2013: Renewal projects with a grant term ending in April or May 2013, should submit their 2012-2013 grant year APR. Although these projects' APRs may not be due to HUD until July or August 2013, HAND is requesting these projects submit their APRs as early as possible to HUD, in order to use the most recent data in the 2013 renewal application process. If these projects cannot submit their APRs to HUD before the renewal project application is due to HAND (June 28), they will be required to submit an Unofficial APR to HAND at the time the 2013 renewal application is due and then the official APR once it is submitted to HUD.

Contact Amanda Sternberg or Amanda Carlisle if you have questions about which APR you should submit with the renewal project application.

New Project Funding

Due to anticipated reductions in the amount of funding to be available, HAND is not soliciting applications for new project funding at this time. If funding for new projects does become available, HAND will notify the CoC and solicit applications at that time.

Coordinated Assessment Model (CAM)

What is the CAM?

The Coordinated Assessment Model (CAM) is the critical next step for Detroit moving forward in professionalizing homeless service delivery. A community-based approach to delivering this service is in the best interest of people in our community experiencing a housing crisis and housing and homeless service providers.

Under the HEARTH Act legislation, all Continuums of Care (CoC) are required to establish a coordinated assessment system which is comprehensive, accessible, and standardized. It is a systemic approach to homeless programming that focuses on aligning the needs of households that are experiencing homelessness with the best program to address their needs.

Through the common assessment and coordinated access approach, households that are in need of homeless assistance are directed to a common access point where they are assessed using a common tool. Based on the thorough assessment, a coordinated referral is made to the most appropriate service provider.

What is the CAM Lead Agency?

The CAM Lead Agency will be the responsible entity to begin implementation of the coordinated assessment and referral process for Detroit's homeless system, starting with the homelessness prevention, rapid re-housing, and emergency shelter sectors of the system and then expanding the process to transitional housing and permanent housing programs at a later date. The CAM Lead Agency is being identified through a competitive application process. It is expected the Lead Agency will be announced by early June.

What will the CAM Lead Agency do?

The CAM Lead Agency will carry out three primary tasks:

1. Access: The CAM Lead Agency will provide a simple, streamlined point of access for homeless and housing services
2. Assess: Staff at the CAM Lead Agency will implement a common assessment to identify the best program for the person seeking services
3. Assign: Once the most appropriate program is identified, the CAM Lead Agency will assign (ie, refer) the person seeking services to the agency providing this program. Referrals will be handled in a way that helps to ensure the successful placement of the person.

How will people who are homeless or at risk of homelessness be served by the CAM?

People who are in need of housing services will access the CAM through a variety of means: by calling in, accessing a housing provider, or meeting with a CAM Lead Agency staff person at the program they are currently in. Because the CAM represents a significant change for our community, the CAM

Lead Agency will work with HAND to help communicate to the community and homeless services providers how services are to be accessed.

<u>What is the CAM expected to achieve?</u>
Ultimately, the CAM is expected to change the way in which homeless and housing services are accessed and delivered in our community. In the short term, the CAM is expected to realize the following goals:

- Greater accessibility to resources
- Standardized intakes and assessments
- Coordinated referrals
- Collaborative partnerships

In the longer term, the following goals are expected to be realized as a result of full implementation of the CAM:

- Enhanced diversion practices
- Reduced recidivism rates
- Reduction in the length of time a person is homeless
- People prevented from becoming homeless for the first time

<u>What resources are expected to be connected to the CAM?</u>

The CAM process will be used for various funding sources that support programs in the CoC. The funding sources that have currently identified roles and responsibilities for coordinated assessment include:

- *U.S. Department of Housing & Urban Development (HUD):* Continuum of Care funding
- *Michigan State Housing Development Authority (MSHDA):* Emergency Solutions Grant funding (ESG);
- *Michigan Department of Human Services (DHS):* Emergency Shelter Program (ESP); and,
- *City of Detroit:* Emergency Solutions Grant funding (ESG)

<u>What has been the planning process thus far for the CAM?</u>

Over the past year, HAND has been working and dialoguing with the City of Detroit, technical assistance providers, service providers, and other stakeholders (including MSHDA and DHS) in the planning and preparation for the implementation of CAM. These planning conversations will continue with all of these – and additional stakeholders – as we continue moving toward implementing the various phases of CAM. HAND also recognizes the need to have on-going dialogue with stakeholders as CAM is rolled out and areas requiring adjustment to the system or process are identified.

<u>What is the expected timeline for implementing the CAM?</u>
Phase 1 of the CAM is estimated to begin implementation in October 2013. Subsequent phases (2 through 4) will be implemented in a concurrent manner, with all phases being implemented by August 2014 at the latest.

HEARTH Act and CoC Program Interim Rule

In May 2009, President Obama signed into law the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act. The HEARTH Act is the first significant re-authorization of the McKinney-Vento Act in over 20 years.

The Continuum of Care Program Rules were released as interim rules in July 2012. Although the rules were released as "interim", they are currently in effect and they are the new regulations that currently govern all Continuum of Care programs.

Over the past year, HUD and its technical assistance providers have produced a significant amount of material on the regulations and the CoC program rule. Organizations may find the following websites helpful in finding resources related to HEARTH and the CoC Program Rule:

- www.hudhre.info (HUD's Homeless Resource Exchange)
- www.onecpd.info (HUD's clearinghouse for information on their Community Planning & Development programs, which includes CoC, ESG, and CDBG programs). Organizations are strongly encouraged to sign-up to receive HUD's listserv on the OneCPD site.
- www.endhomelessness.org (National Alliance to End Homelessness)
- www.usich.gov (U.S. Interagency Council on Homelessness)
- www.csh.org (CSH)

Electronic Submission: e-SNAPS

As in previous years, all Project Applications (formerly called Exhibit 2) will eventually be entered into e-SNAPS once HUD opens the FY2013 national NOFA competition. If there are new staff within your organization who need access to e-SNAPS, or who will be using e-SNAPS for the first time this year, HAND recommends reviewing the documents and guidance available on the e-SNAPS resources website. This website may be accessed at:

- http://esnaps.hudhre.info/ (note there is no "www" in this URL)

On this site, you will find guidance about how to:

- Add/Delete user from e-SNAPS (important if you will be having a new staff person access the system for the first time this year).
- How to obtain a DUNS number if your organization doesn't already have one.
- Additional guidance on navigating the e-SNAPS site.

It is important that you take the time to review the items on this site now, as there are some items (such as changing the Authorized Representative in e-SNAPS) that take time to complete if changes are needed.

Material Delivery

All applications and materials must be delivered to HAND to the Housing Resource Center (HRC) located at:

1600 Porter
Detroit, MI 48216

Applications may also be mailed to:
P.O. Box 3238
Highland Park, MI 48203

NOTE: If applications are mailed, applicants are responsible for ensuring the application arrives by the deadline (not just postmarked). Mailing of applications is not encouraged.

Emailed or faxed application packets will not be accepted.

All application materials are due by **4:00 PM on Friday, June 28, 2013.**

Contact Information

If you have questions or need further information, **please contact Amanda Sternberg** at amanda@handetroit.org or (313) 964-3666 ext. 4201 **or Amanda Carlisle** at amandacarlisle@handetroit.org or (313) 964-3666 ext. 4203.

2013 Renewal Project Application Coversheet

Applicant Organization's Name:
Project Sponsor's Organization Name (If different from Applicant):
Project Name:

Program Component Type	**Budget or Unit Request**
☐ Permanent Housing (PH) ☐ Formerly SHP ☐ Formerly S+C ☐ Transitional Housing (TH) ☐ Supportive Services Only (SSO) ☐ Safe Haven (SH)	Total Budget Request $______________________ Total Number of Units *(note: only applies to projects that have a leasing or rental assistance line item)* ________________________
If your program provides *rental assistance* (ie, was formerly an S+C program), identify the type of rental assistance this program provides: ☐ Tenant-Based (TBRA) ☐ Sponsor-Based (SBRA) ☐ Project-Based (PBRA)	

Submission Checklist

The following items must be submitted to HAND by **4:00 PM on Friday, June 28, 2013.** Only one copy of each item is needed.

Attachments Required for All Projects
The following attachments are required for all projects. Unless indicated "if applicable", the attachment must be included with the application. Only one copy is needed. Items marked with an asterisk (*) are new for 2013.

Attached (✓)	
	Renewal project application coversheet
	Completed Renewal Application (beginning on page 20 of this packet)
	Copy of most recent APR submitted to HUD via eSNAPS
	HMIS ART APR for same time frame as most recently submitted APR to HUD
	*Written program rules, if applicable
	*Written program eligibility criteria
	*Program waitlist polices & procedures, if applicable
	*Application for services or housing, if applicable
	*Signature Page *NOTE: Signature page requires affirmation that organization has completed, or will complete by 6/28/13, the Detroit CoC Provider Inventory Survey for all programs reporting in HMIS. Failure to complete this survey by 6/28/13 will result in an incomplete application, which may result in the application not being considered for renewal funding.*

Attachments Required for Some Projects
Review this list and include the attachments that are pertinent to your project. Only one copy of each is needed. Items marked with an asterisk (*) are new for 2013.

Attached (✓)	
For Youth Provider Agencies Only	
	HMIS APR for same time frame as that submitted to HUD, but run with "legal age" changed to 13
For Transitional Housing Providers Only (Part B)	
	*Program Lease or Occupancy Agreement, if applicable
For Projects monitored by HUD within last 3 years (Part H):	
	*Monitoring notification letter from HUD
	*Monitoring report
	*Any monitoring-related correspondence between organization and HUD
For Projects that had a significant change since the last funding approval (Part I):	
	*Written communication to HUD requesting the significant change
	*HUD's written approval of the change requested

HAND reserves the right to request additional project or organizational information at a later date if needed.

2013 Renewal Project Application

Part A: General Project Information

Value = not scored

Applicant Organization's Name:	
Project Applicant Address: Street: City: State: ZIP:	
Contact Person of Project Applicant Name: Title:	Phone Number: Fax Number: Email:
Project Name:	Expiring Grant Number:
Project Address: Street: City: State: ZIP: If project contains housing units, are these units: ☐ Leased? ☐ Owned? ☐ Check if project provides scattered-site leasing or rental assistance	
Project Sponsor's Organization Name (If different from Applicant): ☐ Check if Project Sponsor Organization is Same as Applicant	
Project Sponsor's Address Street: City: State: Zip:	
Contact Person of Project Sponsor Name: Title:	Phone Number: Fax Number: Email:

Part B: Project Description

Value = not scored

Provide a general description of the project. In the description, include the scope of the project, the target population to be served, number of units of housing to be provided (if applicable) and anticipated outcomes from the project. Maximum ½ page.

Transitional Housing Projects Only
Does your program require the participant to sign a lease or occupancy agreement?

☐ Yes ☐ No ☐ Unsure

If “yes”, provide copy a copy of this lease or occupancy agreement as an attachment.

Part C: Housing Type and Scale

Value = not scored

Complete the following fields related to the number of units, beds, and bedrooms for each housing type in the project. If your project has more than one housing type, copy this box as many times as needed to record all the housing type and scale for the project.

Note: If your project receives funding for leasing or rental assistance, the total number of units identified here must match the total number of units for which leasing or rental assistance is requested.

Housing Type:
☐ Barracks (Individuals and/or families sleep in a large room with multiple beds. Also includes mass shelters which are traditionally used in the ESG program)
☐ Dormitory, shared or private rooms (Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both)
☐ Shared housing (Up to 8 individuals or 4 families share a self-contained housing unit)
☐ Clustered apartments (Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs – eg, homeless or formerly homeless, persons with substance abuse problems, persons with mental illnesses, or persons with HIV/AIDS – and persons without special needs)
☐ Scattered-Site apartments (including efficiencies) (Each individual or family has a self-contained apartment that is dispersed throughout the community)
☐ Single family homes/townhouses/duplexes(Each individual or family has a self-contained, single-family home/townhouse/duplex that is dispersed throughout the community)

Total for Selected Housing Type	
Units	
Beds	
Bedrooms	

Part D: Project Sub-Recipients

Value = not scored

If this project has sub-recipients, please complete the chart below. If the project does not have sub-recipients, skip to the next section. In general, this section will only apply to the State and County grantees which receive funds from HUD and sub-grant the funds to a non-profit organization.

Name of Sub-recipient Organization	Amount of Sub-Award
Total Sub-Awards	

(add additional rows if necessary)

Part E: Project Participants (Households)

Value = not scored

Instructions
In each white field list the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and ***not*** *the number served over the course of a year or grant term. Grey cells are not applicable and no information should be entered into them.*

Households: *This column is populated with Total Number of Households. Please note that these categories reflect the new CoC regulations under HEARTH.*

Households with at least One Adult and One Child: *Enter the total number of households with at least one adult and one child. To fall under this column and household type, there* ***must be at least one*** *person at or above 18 years of age and* ***at least one*** *person under the age of 18.*

Adult Households without Children: *Enter the total number of adult households without children. To fall under this column and household type, there* ***must be at least one*** *person at or above the age of 18, and* ***no*** *persons under the age of 18.*

Households with Only Children: *Enter the total number of households with only children. To fall under this column and household type, there* ***may not*** *be any persons at or above the age of 18, and* ***only*** *persons under the age of 18.*

Characteristics: *This column is populated with standard reporting categories determined by HUD. Please note that these categories have changed as of the implementation of HEARTH and the new CoC regulations. Most significantly, a new age range of 18 to 24 has been included to capture the expanded HUD definition of Youth as persons under the age of 25.*

Persons in Households with at least One Adult and One Child: *Enter the number of persons in households with at least one adult and one child for each demographic row. To all under this column and household type, there* ***must be at least one*** *person at or above the age of 18, and* ***at least one*** *person under the age of 18.*

Adult Persons in Households without Children: *Enter the number of persons in households without children for each demographic row. To fall under this column and household type, there* ***must be at least one*** *person at or above the age of 18, and* ***no*** *persons under the age of 18.*

Persons in Households with Only Children: *Enter the number of persons in households with only children for each demographic row. To fall under this column and households type, there* ***may not*** *be any persons at or above the age of 18, and* ***only*** *persons under the age of 18.*

Totals: *Complete the "Total" column by summing the numbers in the row as instructed.*

	Households	**HH with at least one adult and one child**	**Adult HHs without children**	**HH with only children**	**Total (sum across row)**
	Total Number of Households				
	Characteristics	**Persons in HH with at least one adult and one child**	**Adult persons in HHs without children**	**Persons in HH with only children**	
a	Disabled adults over 24				
b	Non-disabled adults over 24				
c	Disabled adults 18 – 24				
d	Non-disabled adults 18 – 24				
e	Accompanied disabled children under 18				
f	Accompanied non- disabled children under 18				
g	Unaccompanied disabled children under 18				
h	Unaccompanied non-disabled children under 18				
	TOTALS				
	Total Adults over age 24 (sum rows a +b)				
	Total Adults ages 18-24 (sum rows c+d)				
	Total Children Under 18 (sum rows e through h)				
	Total Persons (sum rows a through h)				

Part F: Project Participants (Sub-Populations)

Value = not scored

Instructions
In each white field list the number of persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum capacity and ***not*** *the number served over the course of a year or grant term. Dark grey cells are not applicable and light grey cells will be totaled automatically.*

Complete each of the following three charts according to their respective household types. For each household type included in Part E, applicants must fill in at least one cell on the corresponding chart on for Part F.

The first chart should include only persons in households with at least one adult and one child. To be listed on this chart, a person must be part of a household with ***at least one*** *person at or above the age of 18, and* ***at least one*** *person under the age of 18.*

The second chart should include only persons in adult households without children. To be listed on this chart, a person must be part of a household with ***at least one*** *person at or above the age of 18, and* ***no*** *persons under the age of 18.*

The third chart should include only persons in households with only children. To be listed on this chart, a person must be part of a household with ***no*** *persons at or above the age of 18, and* ***only*** *persons under the age of 18.*

Characteristics: *This column is populated with standard reporting categories determined by HUD. Please note that these categories have changed as of the implementation of HEARTH and the new CoC regulations. Most significantly, a new age range of 18 to 24 has been included to capture the expanded HUD definition of Youth as persons under the age of 25.*

Chronically Homeless Non-Veterans: *Enter the total number of persons* ***who meet*** *the HUD definition of chronically homeless* ***but who are not*** *veterans.*

Chronically Homeless Veterans: *Enter the total number of persons* ***who meet*** *the HUD definition of chronically homeless* ***and who are*** *veterans*

Non-Chronically Homeless Veterans: *Enter the total number of persons* ***who are*** *veterans* ***but who do not meet*** *the HUD definition of chronically homeless.*

Chronic Substance Abuse: *Enter the total number of persons who meet the definition for chronic substance abuse.*

Persons with HIV/AIDS: *Enter the total number of persons with HIV/AIDS*

Severely Mentally Ill: *Enter the total number of persons who meet the definition of severely mentally ill.*

Victims of Domestic Violence: *Enter the total number of persons who are victims of domestic violence.*

Persons in Households with At Least One Adult & One Child

Characteristics	Chronically Homeless Non-Vets	Chronically Homeless Vets	Non-Chronically Homeless Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18 – 24							
Non-disabled adults 18 – 24							
Accompanied disabled children under 18							
Accompanied non- disabled children under 18							

Persons in Households without Children

Characteristics	Chronically Homeless Non-Vets	Chronically Homeless Vets	Non-Chronically Homeless Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18 – 24							
Non-disabled adults 18 – 24							

Persons in Households with Only Children

Characteristics	Chronically Homeless Non-Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Accompanied disabled children under 18					
Accompanied non- disabled children under 18					
Unaccompanied disabled children under 18					
Unaccompanied non-disabled children under 18					

Part G: Outreach for Participants

Value = not scored

Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations.

Note: this includes persons who ordinarily sleep in one of the places listed below but are spending a short time (30 consecutive days or less) in a jail, hospital, or other institution.

____% Persons who came from the street or other locations not meant for human habitation.
____% Persons who came from Emergency Shelters.
____% Persons who came from Safe Havens.
____% Persons in TH who came directly from the street or Emergency Shelters or Safe Havens.
____% Total of above percentages.

If the total is less than 100%, describe very specifically where the other persons you propose to serve would be coming from, and how these persons would meet the HUD homeless definition.
(1 paragraph)

Part H: HUD Monitoring Findings

Value = not scored
Any findings will require further review

Has this project been monitored by HUD within the last three years? (Since June 2010)

☐ Yes ☐ No

If "Yes," include the following as an attachment to your application:

☐ Monitoring notification letter from HUD
☐ Monitoring report
☐ Any monitoring-related correspondence between organization and HUD

Part I: Significant Project Changes

Value = not scored
Any changes noted may require additional review

Are there any significant changes in the project since the last funding approval?

☐ Yes ☐ No

If "yes" complete the chart below to describe the change:

	Previous	New
Indicate change in the number of persons served		
Indicate change in the number of units		
Indicate change in project site location		
Indicate change in target population		
Indicate change in the project sponsor		
Indicate change in the component type		
Indicate change in the grantee/applicant		
Indicate change in the number of beds		
Line item or cost category budget changes more than 10%		
Other (explain)________________________________		

If "yes", please provide as an attachment the following:

☐ Written communication to HUD requesting the significant change; AND
☐ HUD's written approval of the change requested

Part J: Project Budgets

Value = not scored

Select the costs for which renewal funding is being requested and then complete the required form. In general, these should be the activities for which your program is currently funded.

Select	Complete budget form…
	Leased Units
	Leased Structures
	Rental Assistance
	Operations
	Supportive Services

<u>Leasing Vs Rental Assistance</u>

- Leased Units or Leased Structures:
  - Grantees for leasing projects may be either non-profit organizations or a unit of government.
- Rental Assistance:
  - Grantees for leasing projects may only be a unit of government.
  - In general, these are the projects that used to be called "Shelter + Care".

Please complete the appropriate chart.

LEASED UNITS BUDGET

Grantee may be either non-profit or unit of government.

Details on leasing costs are given in the CoC Program Interim Rule at §578.49.

Size of Units	**Number of Units**		**FMR** *(given for reference only)*	**HUD Paid Rent** *(may be equal to or less than FMR)*		**# of Months**		**Total Request**
0 Bedroom		x	$495		X HUD Paid Rent	12	=	$
1 Bedroom		x	$629		X HUD Paid Rent	12	=	$
2 Bedrooms		x	$821		X HUD Paid Rent	12	=	$
3 Bedrooms		x	$1,095		X HUD Paid Rent	12	=	$
4 Bedrooms		x	$1,196		X HUD Paid Rent	12	=	$
5 Bedrooms		x	$1,375		X HUD Paid Rent	12	=	$
6 Bedrooms		x	$1,554		X HUD Paid Rent	12	=	$
Totals:								$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

LEASED STRUCTURES BUDGET

Grantee may be either non-profit or unit of government.
Details on leasing costs are given in the CoC Program Interim Rule at §578.49.

Structure Address				**HUD Paid Rent (per month)**		**# of Months** (all renewals 12 months)		**Total Request**
Street	City	ZIP	x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
						TOTAL		$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

RENTAL ASSISTANCE BUDGET

Grantee may only be a unit of government.

Details on rental assistance costs are given in the CoC Program Interim Rule at §578.51.

Size of Units	**Number of Units**		**FMR**		**# of Months** (all renewals 12 months)		**Total Request**
0 Bedroom		x	$495	x	12	=	$
1 Bedroom		x	$629	x	12	=	$
2 Bedrooms		x	$821	x	12	=	$
3 Bedrooms		x	$1,095	x	12	=	$
4 Bedrooms		x	$1,196	x	12	=	$
5 Bedrooms		x	$1,375	x	12	=	$
6 Bedrooms		x	$1,554	x	12	=	$
Totals:							$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

SUPPORTIVE SERVICES BUDGET

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.53.

Eligible Costs	Quantity Description (limit 400 characters)	Amount Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
	Total Amount Requested:	

OPERATING BUDGET

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.55.

Eligible Costs	Quantity (limit 400 characters)	Amount Requested
1. Maintenance/Repair		
2. Property Taxes & Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
	Total Amount Requested:	

SUMMARY BUDGET

Complete this chart using the totals from the budget pages completed on the above pages. Then, following the calculations in the chart to determine totals and match requirements.

Line	Eligible Costs	Amount Requested		Match Requirement		
1	**Leased Units**					
2	**Leased Structures**					
3	**Rental Assistance**		x	25%	=	
4	**Supportive Services**		x	25%	=	
5	**Operations**		x	25%	=	
6	**Sub-Total Amount Requested** (sum lines 1 through 5)					
7	**Administrative Costs** (Up to 7.5% of line 6)		x	25%	=	
8	**Total Assistance + Admin Requested** (sum lines 6 and 7)					
9	**Total Match Requirement** (sum "cash match" column lines 3,4,5, and 7)					
10	**Cash Match Organization is Contributing**					
11	**In-Kind Match Organization is Contributing**					
12	**Total Match** (sum line 10 and 11; should be greater than or equal to line 9)					
13	**Total Budget** (sum line 8 and 12)					

Part K: Additional Program Support

Value = not scored

Using the chart below, please identify all sources of funding used to directly support this program. This will, at a minimum, include the amount of HUD CoC funding received for the program and the required match. It may also include additional sources of funding used to support this program. The purpose of this question is to understand the additional sources of funding used to support this program. This chart should not reflect any in-kind support the program may receive. Please identify the sources by name (ex, “City of Detroit CDBG”, “State of Michigan ESG”, “Kresge Foundation”, etc.).

Total Program Budget:	**$**	Source used as match for this program?
Sources of Funding	**Amount**	
HUD CoC funding (this request)	$	N/A
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
Total All Sources of Funding:	**$**	

(add additional rows as necessary)

Part L: Enrollment & Participation in Mainstream Resources

Value = not scored

Complete the following questions. The information given in this section is not scored, nor will any response given here influence the overall scoring of this project application. The information requested here is being asked because the CoC is required to respond to these questions in the CoC Application. HAND will compile all answers into one composite answer.

For the purposes of these questions, “mainstream benefits” refers to benefits such as SSI, SSDI, food stamps, Medicaid, TANF, veteran's benefits, etc.

Question #1

Does your organization have case managers who systematically assist clients in completing applications for mainstream benefits?

☐ Yes ☐ No

If “yes”, provide a brief description of how this service is generally provided: *(max 1 paragraph)*

Question #2

Does your organization provide transportation assistance to clients to attend mainstream benefits appointments, employment training, or jobs:

☐ Yes ☐ No

Question #3

Does your organization use a single form for four or more mainstream programs?

☐ Yes ☐ No

If "yes", please indicate for which mainstream programs the form applies:

Question #4

Does your organization have staff systematically follow-up to ensure mainstream benefits are received?

☐ Yes ☐ No

If "yes", provide a brief description of this follow-up process: *(max 1 paragraph)*

Part M: Educational Assurances

Value = not scored

The information given in this section is not scored. The information requested here is being asked because the CoC is required to respond to these questions in the CoC Application. HAND will compile all answers into one composite answer. Project applicants may also need to answer questions similar to these in their applications to HUD.

Question #1:

Does this project have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the McKinney-Vento Act, and other laws related to the provision of educational and related services to individuals and families experiencing homelessness?

☐ Does not apply – this project does not serve families with school-age children
☐ No/Unsure
☐ Yes

If “yes”, please describe these policies and practices:

<u>Question #2:</u>

Does this project have a staff person who ensures that children are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individual with Disabilities Act, and McKinney-Vento education services.

☐ Does not apply – this project does not serve families with school-age children
☐ No/Unsure
☐ Yes

If “yes”, please describe how this staff person(s) ensures children are enrolled in school and connected to appropriate services.

Part N: Serving Families with Older Children

Value = not scored

This question is asked for informational purposes only. While this is not currently a scored component, projects should note that under the HEARTH Act, compliance with this regulation is now required.

Does the project comply with Section 404 of the HEARTH Act as follows?

☐ Yes
☐ No/Unsure
☐ Does not apply – this project does not serve families

<u>SEC. 404. PREVENTING INVOLUNTARY FAMILY SEPARATION.</u>

(a) IN GENERAL.—After the expiration of the 2-year period that begins upon the date of the enactment of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, and except as provided in subsection (b), any project sponsor receiving funds under this title to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18.

(b) EXCEPTION.—Notwithstanding the requirement under subsection (a), project sponsors of transitional housing receiving funds under this title may target transitional housing resources to families with children of a specific age only if the project sponsor—

(1) Operates a transitional housing program that has a primary purpose of implementing an evidence-based practice that requires that housing units be targeted to families with children in a specific age group; and
(2) Provides such assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

Part O: APR Information

Value = not scored
Rationale given for late APR submissions to HUD will be reviewed; grantees should note that future funding competitions may deduct points from overall score for untimely submissions to HUD

Question #1:
Complete the box with the information requested. The project under review is the most recently complete project term as of June 1, 2013.

Project Term Under Review: ______________ To ______________
Operating Year Start Date (DD/MM/YY) — *Operating Year End Date (DD/MM/YY)**

Date APR submitted to HUD via eSNAPS: ______________________________
Date (DD/MM/YY)

**end of project term should be either 2012 or 2013*

Question #2:
Was your APR submitted via eSNAPS to HUD within 90 days for the end of the project term?

☐ Yes ☐ No ☐ Unsure

If "no", please explain why the APR was not submitted to HUD in a timely fashion, and steps the grantee is taking to ensure timely submission in the future:

Part P: Continuous Quality Improvement Process (Optional)

Value = not scored

Responding to this question is optional.

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project's housing performance outcomes for the scored questions in Component #2: Housing Performance and any steps the agency may be taking to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project's performance.

Part Q: Financial Performance (Scored Component #3)
Value = 15 Points total

Question #1

Value = 15 points

Complete the chart and answer the questions below. Please note that HAND will be double-checking these figures against information received from the local HUD Field Office.

		A	B	C
Project Name	Project Grant Number	Total grant amount	Total amount drawn down from LOCCS as of 90 days after the end of the most recently completed project term	Percentage of funds expended: [(B/A) x 100]

Question #2

Value = Not Scored

If the percentage of funds expended (column C) is less than 95%, provide an explanation why not all funds were expended: *(max 1 paragraph)*

Question #3

Value = Not Scored

If this is a former Shelter + Care project, and less than 95% of the funds were expended (column C), answer the following:

Was an average of at least 90% of the number of contracted units occupied over the course of the last year? This may be calculated using the chart below.

☐ Yes ☐ No

If "no", provide an explanation as to why the project was under-leased and steps the grantee and/or project sponsors are taking to correct the situation.

Calculating Occupancy Rate (for former S+C projects)
To calculate the average number of units occupied during the past year, indicate the number of units occupied on each of the four given dates

	# of Units Occupied		# of Units Under Contract			Occupancy Rate
October 26, 2011		÷		X 100	=	
January 25, 2012		÷		X 100	=	
April 25, 2012		÷		X 100	=	
July 25, 2012		÷		X 100	=	
Sum four occupancy rates above						
Divide by 4						

Part R: Consumer Satisfaction & Participation (Scored Component #5)
Value = 5 Points total

Provide, in narrative format, responses to the following questions:

Question #1
Value = 1 point
How does your organization collect program participant feedback and satisfaction? Include the agency's frequency, method, and process for obtaining consumer feedback.
(maximum 1 page)

Question #2
Value = 2 points

What were the results of your agency's or program's most recent consumer satisfaction survey (including negative or critical feedback)?
- Did consumers report satisfaction with program and services?
- Did they identify items that should be changed? If so, how is the agency addressing this?

(maximum 1 page)

  - NOTE: HAND understands that in the course of this line of work, negative or critical feedback from consumers is not unusual, nor does it necessarily point to major program deficiencies. You will *not* be scored on the basis of having no negative consumer feedback. Instead, the score will be based on the manner in which the agency does handle such feedback, investigates any complaints, takes seriously concerns raised by its consumers, and makes changes – as appropriate – in response to such feedback.

<u>Question #3</u>

Value = yes: up to 2 points *no: 0 points*

Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following:

- A position on the organization's Board of Directors
- A peer counselor (or similar role)
- A consumer-led tenant advisory council (or similar role)

_____ Yes

If "yes", please briefly describe the nature of how the organization engages consumers or former consumers in the decision-making process or other role within the organization:

_____ No

Signature Page

This page is to be signed by the applicant organization's Executive Director.

My signature below affirms the following:

1) If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Program Interim Rule 24 CFR Part 578.

2) The organization will enter required program and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.

3) Earlier this year HAND requested surveys for each of my organization's programs that are participating in HMIS, regardless of their funding source. This request was as key initial step in updating Resource Point in HMIS and obtaining complete and accurate information on all programs in the continuum as we continue to prepare for Coordinated Assessment. By signing below, the organization affirms:

a) The organization has completed all required surveys; OR

b) The organization will complete all required surveys by June 28, 2013 with the understanding that this application for renewal funding will be considered <u>incomplete</u> if all surveys are not completed by June 28, 2013, which may result in the renewal application not being considered for funding.

4) The funded program will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of program being funded has been implemented.

5) The HMIS data submitted with this application (in both the APR submitted to HUD via eSNAPS and the APR produced from HMIS) is complete, accurate, and correct.

6) It is understood that, should this project be eligible for an appeal, no appeal may be made on the basis of having initially submitted incomplete, incorrect, or inaccurate data.

7) If the organization has not already remitted payment for its 2013 membership dues and/or assessment, this payment will be made by the time this application is input into the eSNAPS system, which is anticipated to be later in the summer of 2013.

Signed: ____________________________________ Date: ______________

(Executive Director)

Name Printed: ____________________________________

Policy Title	Appeals Process Policy & Procedures
Date Developed/Revised	March 2012, September 2013
Date Adopted by HAND Board of Directors	October 7, 2013
Signed (HAND Executive Director)	Tasha Gray

I. Policy Applies To

The following policy applies to all recipient and/or sub-recipient organizations that receive HUD Continuum of Care (CoC) funding. The term "CoC funding" replaces the previously used terms "Supportive Housing Program" (SHP) and "Shelter Plus Care" (S+C).

II. Background

As the lead entity for the Continuum of Care in Detroit, Hamtramck, and Highland Park, the Homeless Action Network of Detroit (HAND) is responsible for leading and overseeing the process of applying for Continuum of Care funding from the Department of Housing and Urban Development on an annual basis. In carrying out these responsibilities, HAND develops the process by which projects seeking renewal funding are reviewed and deemed eligible to be submitted for renewal funding.

HAND has a responsibility for ensuring that projects submitted for renewal funding meet certain threshold criteria and are quality projects. The policy and procedures contained herein describe actions to be taken for renewal projects that do not pass this threshold.

III. Process

All CoC funded projects seeking renewal funding in the Continuum of Care competition will be reviewed and scored by HAND on a number of different components including – but not limited to – program performance, HMIS data, and CoC participation. The details of the scoring components, and the values of those components, will be specified in the application process developed each year by HAND.

A renewal projects will be placed on the project priority list in accordance with ranking policies if it meets one of the following criteria:

1) Project has a final score of at least 65%; OR
2) Projects has a final score of less than 65% of the total points possible but has been granted a threshold waiver by the Appeals Committee

Projects that score less than 65% and are not granted a threshold waiver from the Appeals Committee will not be placed on the project priority listing and will not be submitted to HUD for renewal funding.

IV. Appeals

In FY2013, there are two types of appeals that a project may undergo, depending on the overall score it received. These are:

A. Calculations Appeal

An organization may appeal the score or performance rate earned. In the appeal, the organization must demonstrate that the score or performance rate calculated by HAND was calculated incorrectly, and show how the corrected calculation results in a higher score or higher performance rate. The proposed correct calculations **must be based on the data originally submitted to HAND with the renewal applications**. Organizations may not submit changed or corrected data after the initial submission to HAND. Projects should refer to the self-scoring tools provided with the 2013 application materials for details on how the performance rates were calculated.

- Projects that earned an overall score of 65% or greater may *only* appeal the score or performance rate for Component #2 (Housing Performance), regardless of the score earned for Component #2
- Projects that earned an overall score of less than 65% may appeal the score or performance rate earned for *any* of the project components, regardless of the score or performance rate earned for those components

In the FY2013 competition, projects with an overall score greater than 65% may appeal the score the project received on Component #2 (Housing Performance). For projects that scored greater than 65% overall, appealing the score received for Component #2 is the only portion of the score that may be appealed. A project's housing performance rate (Component #2) will factor significantly into the ranking policies; therefore, all projects have the opportunity to appeal the performance rate calculated if the organization feels an error was made.

B. Request for Threshold Waiver

A project that earns less than 65% of the total points possible – either before or after any calculation corrections are made – may request a waiver of the threshold requirement that a project earn at least 65% in order to be placed on the project priority listing. This waiver request is the organization's opportunity to provide additional rationale, in a narrative format, as to why the project should continue to be considered for funding. This waiver request only applies to projects that have an overall score of less than 65%, because without this waiver the project would not be placed on the project priority listing and would not be submitted to HUD. The Appeals Committee will review the waiver request and make a recommendation in accordance with Section VII below.

V. Content of Appeals

The primary source of data for evaluating projects for continued HUD CoC funding is the data submitted in the projects' APR and HMIS data. HAND expects organizations to have reviewed this data prior to submitting it to HAND, and to ensure that the data is an accurate reflection of the clients served by the project during the project term under review. Therefore, organizations that submit an appeal may not appeal on the basis of having initially submitted incomplete or inaccurate HMIS data to HAND. Any appeal that is submitted in which the only rationale or evidence given is based on corrected data will be rejected and the project's original score will stand.

VI. Appealing Placement on Project Priority List

A renewal project will be placed on the project priority list in accordance with the ranking priorities if it has an initial or corrected overall project score of at least 65% or was granted a threshold waiver by HAND's Board of Directors. Placement on the project priority list, however, does not guarantee funding. These projects are still subject to the ranking policies and, as such, may still be at risk of losing funding.

Organizations may not appeal the following:

- Placement of a project into Tier 2 of the project priority list
- The ranking of a project at any place in the project priority list, either Tier 1, Tier 2, or any other place in the ranking

All project rankings are final and cannot be appealed.

VII. Composition of Appeals Committee

HAND will invite individuals to participate on the Appeals Committee. Individuals that have served on the committee in the past may serve the following or subsequent years. HAND's Board of Directors will give approval of the Appeals Committee members.

Individuals who participate on the Appeals Committee will be invited to participate based on the following:

- Neutrality:
  - Appeals Committee members must be free of a conflict of interest with any of the organizations being appealed (detailed below).
  - Appeals Committee members must not be a current employee or board member of any current CoC funded agency in Detroit.
  - Appeals Committee members must not be a current employee or board member of an organization applying for new CoC funding in Detroit in the same application year during which the appeals are being considered.
- Experience:
  - Appeals Committee members will have some knowledge and experience in any (but not necessarily all) of the following: homelessness programming, homelessness funding, program evaluation, performance monitoring, grant writing, fund development or fund distribution.

The Appeals Committee will be composed of at least 5, but no more than 7, members.

VIII. Role of Appeals Committee

The Appeals Committee will make a recommendation as to whether or not a project *should* be placed on the project priority list. The Appeals Committee will not be making a recommendation as to *where* on the project priority list the project should be ranked. The placement of the project on the project priority list will be determined by the ranking priorities.

The Appeals Committee will carry out the following activities:

- Review appeals material submitted by organization.
- Participate in a group discussion about the appeal.
- Determine if a calculation error was made in calculating the project score.
- Develop a recommendation for the project being appealed.

The role of the Appeals Committee is two-fold:

1. The Appeals Committee will review any calculations appeals. If the Appeals Committee agrees that a score or performance rate was initially calculated incorrectly, and that the appealing organization demonstrated a corrected score or performance rate, the Appeals Committee may make the decision to grant the project the corrected score or performance rate. The project will then be ranked according to the corrected score or performance rate.

2. The Appeals Committee will make recommendations on threshold waiver requests. Upon review of the request, the Appeals Committee will make one of the following recommendations to HAND's Board of Directors:
   a. Request is denied: Project should not be considered for renewal funding, and should not be placed on the project priority list.
   b. Request is granted with no further condition: Project should be placed on the project priority list in accordance with ranking priorities for the full amount of its current award.
   c. Request is granted with condition: Project should be placed on the project priority list in accordance with ranking priorities for the amount of its current award, with the condition that, if funded, the project must submit to a plan of correction/technical assistance over the course of the following year, with stipulation that the project may remain at risk of not being considered for future funding if there is a lack of progress on any corrective action plan developed.

IX. Role of HAND's Board of Directors

An ad-hoc committee of HAND's Board of Directors (hereafter referred to as the "Board Committee") will be assembled to review and make a decision on the Appeals Committee recommendations. The Board Committee will consider the recommendations made by the Appeals Committee. The Board Committee will consist of current members of HAND's Board of Directors who:

- Are not currently or formerly employed by or a Board member of any of the organizations undergoing an appeal.
- Are not currently or formerly employed by or a Board member of any organization applying for new CoC funding in Detroit in the same application year during which the appeals are being considered.

The Board Committee will conduct the following activities:

- Review and discuss the recommendations made by the Appeals Committee.
- Vote to accept or reject the recommendations made by the Appeals Committee.
    - All decisions will be made by a voice vote, with a simple majority ruling.
    - Members must be present at the meeting to vote.
- If the Board Committee votes to reject a recommendation made by the Appeals Committee, the Board Committee will be responsible for developing its own decision on action to be taken with the project in question.

The decisions made by the Board Committee will be final.

The Board Committee will be composed of at least 3 members. However, all Board members that do not have a conflict of interest (as noted below) will be expected to serve on this committee.

X. Role of HAND Staff with Appeals Committee

HAND staff will carry out the following activities with the Appeals Committee:

- Recruit volunteers to take part in the Appeals Committee; seek approval of Board of Directors on committee composition.
- Provide background information to Appeals Committee on score received by project under appeal.
- Provide general background information on the organization and project filing the appeal. The content of this information will consist of the description of the organization and project provided by the organization in its application to HAND and information that is otherwise publicly available about the organization or project (ie, via the organization's website, brochures, etc).
- Guide and facilitate the discussion process with the Appeals Committee. Staff will offer input only to help clarify or guide the conversations; no opinions on the organization or project will be offered in the conversation with the Appeals Committee.
- Staff will take detailed notes during the conversations with the Appeals Committee. Notes will clearly describe the recommendations of the Appeals Committee and the basis for those recommendations.
- Staff will present Appeals Committee recommendations to the Board Committee.

XI. Role of HAND Staff with the Board Committee

HAND staff will carry out the following activities with the Board Committee:

- Staff will present the recommendations of the Appeals Committee to the Board Committee.
- Staff will guide and facilitate the discussion with the Board Committee, including offering additional background information and/or clarification as needed.
- Staff may provide input on recommendations during discussions with the Board Committee.

XII. Notification of Appeals Decision

Organizations will be informed of the decision of the Board Committee, and any additional instructions, in writing through letter or email within 5 business days of the decision.

XIII. Conflict of Interest

All members of the Appeals Committee and the Board Committee are required to disclose any real or perceived conflict of interest they may have with the project being appealed. If a conflict exists, that person will be excused from participating in the Appeals Committee or the Board Committee. A real or perceived conflict may include, but not be limited to:

- Current or former employment (either salaried or contractual) with the appealing organization
- Current or former volunteer with the appealing organization
- Current or former Board member with the appealing organization
- Current or past recipient of services by self or family member provided by the appealing organization

In the case that HAND staff receives information of a real or potential conflict of interest, such information will be investigated and appropriate action will be taken.

XIV. Notification of Appeal Process & Submission of Appeals

HAND will notify organizations via email of their project's initial project performance and renewal score. The notification will also include details on how an organization may submit an appeal, and the timeline in which the appeal is to be submitted. The specifics on submitting the appeals (deadlines, method, contact person, timeline for making decisions) will be specified on a yearly basis. Organizations will be given at least 10 business days to submit their appeal from the time they are notified of their eligibility to appeal. An organization that does not submit an appeal by the stated deadline will be considered to not be appealing and therefore that project will automatically either be ranked according to the initial score received or not ranked at all, if the initial score was less than 65%.

XV. Appeals for Projects Under Technical Assistance

An organization that has a project that is subject to CoC-recognized technical assistance, or that is under a corrective action plan, at the time that it falls under the scoring threshold will still be subject to the appeals process as outlined in this document. In its appeal, the organization will be required to provide information as described above, as well as demonstrate the following:

1. The organization has been making a diligent and concerted effort to work with the technical assistance providers and/or implement the corrective action plan or other steps recommended by the technical assistance provider. The extent to which an organization has been making a "diligent and concerted effort" will be determined by HAND staff.
2. The programmatic changes that have been, or will be, implemented that will address the performance deficiencies that necessitated the need for the corrective action plan in the first place.
3. If the reason the project fell under threshold is for a performance factor *other* than the one being addressed in the corrective action plan, the organization must address how the organization will likewise address this performance deficiency going forward.

XVI. Exceptions to Policy

HAND reserves the right to make exception to this policy and procedures based on any communication from HUD that impact HAND's ability to carry out the policy and procedures as described above.

h.a.n.d.

Homeless Action Network of Detroit

2013 Detroit Ranking Policies and Official Ranking List for the HUD Continuum of Care (CoC) NOFA Competition

Developed on January 7, 2014 by the Values & Funding Priorities Task Force
Approved by the HAND Board of Directors on January 13, 2014

The Homeless Action Network of Detroit's (HAND) Board of Directors developed a task force, known as the Values & Funding Priorities Task Force (Task Force), to develop the FY2013 ranking policies for the HUD Continuum of Care Program competition NOFA. The Task Force is made up of HAND Board and staff members and other key representatives from the homeless service providers, government partners, and funder community.

The Task Force spent considerable time throughout summer 2013 reviewing CoC data, project performance information, and HUD communications to develop policies that would align with the Detroit CoC's 10-Year Plan to End Homelessness and HUD priorities. The Task Force met on January 7, 2014 to finalize its FY2013 ranking recommendations for the HAND Board of Directors. **On January 13, 2014, the HAND Board of Directors approved the official rankings policies for the 2013 HUD CoC NOFA competition.**

Please note, ranking policies are set on a *yearly* basis in accordance with the HUD CoC NOFA and may differ from year to year. These ranking policies are for the FY2013 HUD Continuum of Care NOFA process only.

Announcement of Ranking Policies and Ranking List

This document includes the final, approved ranking policies and the official ranking list for the FY2013 HUD Continuum of Care NOFA. The document will be made available to the public on January 17, 2014 on HAND's website at www.handetroit.org. Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, will receive an emailed copy of this document for their records.

Acceptance of Projects for Ranking

Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, should note that HAND is accepting all projects for admission (no project will be rejected from the CoC's priority ranking list).

HUD Tiers

This year HUD instructed CoCs to rank projects into two tiers in the event that the funding available is insufficient to fund all projects. While HUD has stated they believe they have enough funding to cover projects placed in Tier 1, Tier 2 projects may be at risk of being defunded by HUD. HUD is recapturing unspent funds and there may be enough to cover some Tier 2 projects throughout the country. CoCs that score well in the national competition will have their Tier 2 projects funded before less-competitive CoCs.

Important Change to ARD and Tier 1 Amount

There has been one important change since the HAND Board of Directors approved the ranking policies. On January 16, 2014, HAND staff was notified by the HUD local office that the CoC's Coordinated Assessment SSO Renewal Project is not eligible for first-time renewal in 2014, due to the project's grant term. Therefore, the Coordinated Assessment SSO Renewal Project is not included on the 2013 ranking list even though the official policies, which were approved by the HAND Board of Directors, included it. As a result of removing this project, the Annual Renewal Demand (ARD) has decreased and the Tier 1 amount, which is calculated as ninety-five (95) percent of the ARD has been slightly reduced.

Detroit CoC's ARD & Tier 1 Amounts		
	Initial Amounts	**Revised Amounts (rev 1/16/14)**
Annual Renewal Demand	$24,879,410	$24,679,410
Tier 1 Amount	$23,635,440	$23,445,439

2013 Ranking Policies

Eligibility

To be eligible to be ranked by the Detroit CoC in the 2013 competition, all projects must meet the following criteria:

- Submit their completed renewal application to HAND by the June 28, 2013 deadline.
- Achieve the renewal project threshold score of 65%, outlined in the 2013 renewal project application, or receive a waiver from the Appeals Committee and HAND Board of Directors.
- Meet the HUD application deadlines set by HAND.
- Projects that were required by HAND to participate in technical assistance processes in previous competition years must be in compliance with all requirements in the projects' technical assistance plan.
- Meet all HUD eligibility criteria, as outlined in the 2013 CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.

2013 Detroit CoC Ranking Order

1. The CoC's infrastructure projects will be ranked first, in the following order:
    a. HMIS Renewal Project;
    b. CoC Coordinated Assessment SSO Renewal Project; and,
    c. Collaborative Applicant CoC Planning New grant

2. All other HUD CoC Renewal Projects will be ranked, in the following order:
    a. New Permanent Housing (PH) reallocation projects (two (2) new projects are being created by reallocating existing TH projects);
    b. Permanent Housing (PH) projects with no applicable performance data because they are first-time renewal projects, ranked by project's total application score *percentage*;
    c. Permanent Housing (PH) projects that have any beds exclusively designated for the chronically homeless (CH), ranked by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application;
    d. All other (PH) projects by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application, unless the project did not score at least a 88% on the part a performance;
    e. All Transitional Housing (TH), including Safe Haven (SH), and Supportive Services Only (SSO) projects AND any PH projects that scores less than 88% on the part a performance will be ranked together, by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application.

Additional Ranking Criteria

- Clarification: "Project-specific housing performance" refers to Component #2 of the local application.
- Tie-breakers for all of the above orders will be the *percentage* on the second half (part b) of their project-specific housing performance in the local application.
- A second tie-breaker, if needed, will be the project's total application score *percentage*.
- 2c states projects that have any beds exclusively designated for the chronically homeless (CH) will be ranked above other PH projects. CH designated beds must agree with data submitted to HUD in the 2013 Housing Inventory Chart (HIC).
- As outlined in 2e, SH project(s) will be ranked with TH projects.
- Tier 1 funds should be maximized. This means:

- If there are two (2) projects near the Tier 1/Tier 2 line and a project's budget, with a higher-performance percentage (project A), does not fit into Tier 1, it will be offered the opportunity to reduce its budget to stay within Tier 1 and maximize the CoC's Tier 1 funds.
- If the project A, above, decides it does not want to reduce its budget to stay within Tier 1, it may be jumped by a project with a lower-performance percentage (project B) if project B's budget fits completely within Tier 1.

- If any projects, that are the sole provider of a certain type of service/housing in the Detroit CoC, fall within Tier 2, they will be moved up to Tier 1.
- SSO projects that may be considered out of compliance with the Continuum of Care Program July 2012 Interim Regulations will be ranked in accordance with the above ranking order; however, these projects are required to come into compliance with the regulations, by time of grant agreement or the next HUD application period, whichever comes first, unless otherwise stipulated by HUD in response to a waiver request.

Policy Title	MSHDA's Homeless Preference Housing Choice Voucher Program Waitlist Eligibility and Referral Policy
Date Developed	10/17/2013
Signed (HAND Executive Director)	Tasha Gray Tasha Gray

I. Policy Applies to:

The following policy applies to the service providers that manage and/or refer clients to the Michigan State Housing Development Authority's (MSHDA) Homeless Preference Housing Choice Voucher Program Waitlist. This includes: the Detroit Continuum of Care's CAM Lead Agency (also called the Housing Assessment and Resource Agency or HARA) and outreach, emergency shelter, and transitional housing homeless service providers that refer clients to the CAM Lead Agency for placement on the waitlist.

II. Background:

MSHDA's Rental Assistance and Homeless Solutions division designates a homeless preference for MSHDA Housing Choice Vouchers (formerly Section 8). Only a State-approved homeless agency, which is the Continuum of Care's HARA, can qualify an applicant for the homeless preference. State-approval is established annually during the MSHDA Emergency Solutions Grants (ESG) program application process, where Continuums of Care (CoCs) designate their community's HARA and any other sub-recipients of ESG funds. The Homeless Action Network of Detroit (HAND) serves as the Detroit CoC Lead Agency and is, thus, responsible for submitting the ESG application and designating the Detroit CoC's HARA, called the CAM Lead Agency. HAND is also the fiduciary for the MSHDA ESG Program grant and sub-grants funds to, and monitors, the HARA.

The Homeless Preference Housing Choice Vouchers are a valuable community resource for homeless services system, including the people who are experiencing homelessness and the homeless service providers trying to help their clients end their homelessness. Therefore, as the Detroit Continuum of Care Lead Agency, it is the HAND's responsibility to ensure the community has a written, standardized policy outlining the Detroit CoC's waitlist eligibility criteria and the process for handling waitlist referrals and applications.

III. Program Eligibility:

A. Homeless Preference Eligibility:

To be eligible, individuals (or families), called "referee", must meet the following criteria for definition of homeless and homeless verification:

Definition of Homeless:

Referees must be Category 1 "Literally Homeless" under the Homeless Definition, as follows:

1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
   i. Has a primary nighttime residence that is a public or private place not meant for human habitation;
   ii. Is living in a publicly or privately operated shelter[1] designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
   iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

[1] Emergency shelters and transitional housing programs must be dedicated for persons who are homeless and these programs must be listed on the Detroit Continuum of Care's (CoC) Housing Inventory Chart that is submitted to the U.S. Department of Housing and Urban Development (HUD) annually.

Homeless Verification:

- Referees must be actively engaged in services with an approved homeless service provider (referring agency), and in an approved program, for a minimum of 28 days. The CAM Lead Agency will utilize the HMIS system to verify services are being provided by the referring agency.
    - If referees are in a transitional or treatment facility, service provider must indicate that the client was homeless upon entry and will be homeless when they leave the program.
- Referees must have a reasonable likelihood of maintaining stability in housing with support of a housing voucher.

B. Additional Housing Choice Voucher Program Eligibility (in order to receive assistance):

- The head of household must be at least 18 years of age at the time of the referral or an emancipated minor by a court of competent jurisdiction, consistent with Michigan law.
- Referee and all adult members of the household must pass a criminal background check.
- Referee or any member of the household may never have been convicted of manufacturing or producing methamphetamine on the premises of any federally-assisted housing or be subject to a lifetime registration requirement under a state sex offender registration program.

IV. Referral Process:

Outlined below are the referral process requirements of referral partners and the CAM Lead Agency.

A. Referral Partners:

Referral partners must be:

- Homeless service providers that operate programs in the Detroit Continuum of Care and are members of the Homeless Action Network of Detroit
- Actively using the Homeless Management Information System (HMIS), or if an agency that exclusively serves victims of domestic violence, the agency must use a comparable data reporting system
- Have outreach, emergency shelters and/or transitional housing programs that are dedicated for persons who are homeless
    - These programs must be recognized by HAND as a homeless program
    - Bed programs must be listed on the Detroit Continuum of Care's (CoC) Housing Inventory Chart that is submitted to the U.S. Department of Housing and Urban Development (HUD) annually
- Willing and able to follow all policies and procedures developed by the CAM Lead Agency for the Homeless Preference Housing Choice Voucher Program Waitlist referral process

B. CAM Lead Agency

The CAM Lead Agency is responsible for developing and implementing a referral process for the MSHDA HCV Program waitlist. This process includes, but is not limited to, the following activities:

- Advertise the Homeless Preference Housing Choice Voucher Program waitlist process to homeless services providers that may desire to become a referral partner
- Hold a meeting, at least annually, with homeless service providers to explain the eligibility criteria and referral (pre-application) process
- Enter into an agreement, through a signed Memorandum of Understanding (MOU), with each referral partner
- Develop and implement protocols, including referral forms and submission requirements, that the referral partners must follow to refer a candidate to the waitlist
- Develop and implement protocols, such as HMIS verification procedures, that the CAM Lead Agency staff must follow

- Conduct a fair and objective pre-application process for all eligible referees
- Sign and submit to MSHDA all MSHDA HCV Lead Agency documents
- Comply with all other MSHDA guidelines, including requirements for training and management of the waitlist application process

Joint Governance Charter
Michigan Statewide HMIS

Objective: The Charter is designed to provide a frame for Michigan's multi-jurisdiction HMIS implementation as presented in Section 508.7 of the Federal Register / Vol. 76, No. 237 Homeless Management System Requirements. It is recognized that operation of the Statewide HMIS requires ongoing collaboration from member Continuum of Cares through participation in monthly System Coordination Meetings known as the "Monthly System Administrator Call-In".

CoC: Detroit CoC / Homeless Action Network of Detroit agrees to adopt the Michigan Statewide shared HMIS platform vendor, Bowman Systems Inc. ServicePoint. The CoC agrees that administration of the shared platform will be provided by the Michigan Coalition Against Homelessness under contract with the Michigan State Housing Authority. The CoC further agrees to operate the local CoC Implementation in compliance with HUD Data Standards and the Michigan Statewide Operating Policies and Procedures.

Roles and Responsibilities:

Michigan State Housing Development Authority

- Grantee for the Michigan Statewide HMIS Implementation.
- Sub-contract for administration of the Statewide platform.
- Ongoing contract compliance.

Michigan Coalition Against Homelessness:

- Management of the Statewide Vendor Contract.
- Host the Statewide coordination meeting – the Monthly SA Call-In.
- Define privacy and security protocols that allow for the broadest possible participation.
- Provide Statewide Operating Policies and Procedures that represent the minimum standards for participation. Local CoCs may add additional requirements as negotiated locally.
- Provide for system administration and analyst staffing of help desk services between 9am and 5pm workdays and after-hours emergency response.
- Provide training and ongoing collaboration regarding cross-jurisdiction system operation, measurement and research activities including:
    - Negotiation and training basic workflows for all users and specialized workflows for cross-jurisdiction funding streams.
    - HUD mandated activities including HAG, PIT, HIC, APR and the AHAR.
    - Annual publication of Statewide and Regional unduplicated homeless counts.
    - Research projects that involve statewide data sets such as SHADoW.
    - Maintain a suite of data quality, demographics, and outcome reports available to all CoCs on the System.
    - Support for local Continuous Quality Improvement efforts.

Independent Jurisdiction CoC and Local Lead HMIS Agency:

- Plan the local HMIS implement to maximize the greatest possible participation from homeless service providers.
- Fund the cost for local licenses to the Statewide System via contracts with Bowman Systems.
- Comply with Michigan Statewide Privacy Protocols as specified in the QSOBAAs, Participation Agreements and the User Agreement Code of Ethics.
- Adopt and any additional standards of practice beyond those identified in the Statewide HMIS Operating Procedures.
- Staff at least one local System Administrator and assure that each participating agency has identified an Agency Administrator. The System Administrator will:
    - Complete demonstrate competence in Statewide required training in privacy, security and system operation (provider page, workflows and reports).
    - License local users and support data organization and completion of Provider Pages for participating agencies.
    - Assign licenses to Agency Administrators and/or users.
    - Host local HMIS operations meeting(s) or assure that Agency Administrators are attending the Statewide User Meetings.
    - Assure that all users are trained in privacy, security and system operation.
    - Participate in HUD mandated measurement including HAG, PIT, HIC, APRs and the AHAR as appropriate.
    - Participating in the annual count process and support publication of local reports.
    - Support the CoCs Continuous Quality Improvement efforts.

Signed: Andrea J. Kuhn Date: 4/8/13

HMIS Lead Agency: HAND Title: HMIS Project Coordinator

Signed: Josh [signature] Date: 4/8/13

CoC Representative: HAND Title: ED

Detroit Homeless Management Information System (HMIS) Collaborative

Policies and Procedures

(Supplement to MSHMIS Policies and Procedures)

APRIL 2013

Table of Contents

Policy: Roles and Responsibilities

Participation in an HMIS system has been mandated for all programs receiving McKinney-Vento and/or ESG Funding, Salvation Army and some VA funding. HUD, in turn, is mandated to provide ongoing reports to Congress.

Systems Administrator Responsibilities

HMIS Systems Administrators report to the Homeless Action Network of Detroit (HAND). They will take the lead role in coordinating and implementing the HMIS technology for Detroit, Highland Park and Hamtramck agencies.

a. They convene and lead local Agency Administrator Meetings.
b. Provide local support to partnering agencies.
c. Provide training, coaching, technical assistance and webinars on various HMIS-related topics.
d. Add assessments to customize the implementation locally. All assessments must be coordinated with MSHMIS and built very carefully.
e. Help ensure data quality among all agencies participating in HMIS.
f. Submit AHAR reports to HUD.
g. Help ensure the agency provider pages are complete.
h. Help the agency set up an HMIS Performance Improvement team.
i. Conduct an informal annual audit of the agency.
j. Schedule APR and other required reports in Agency Administrator's inbox.
k. Attend Privacy training annually.

Agency Administrator Responsibilities

Each agency will designate a staff member to be the Agency Administrator (lead contact) for the agency. The Agency Administrator will receive additional training and will be responsible for the following:

a. Update the Provider Page, maintain and create end user passwords, create agency level pick-lists, have full reporting access and be able to view agency level data.
b. The Agency Administrator will email the System Administrator when an end user is no longer using the system.
c. Maintain the security of the system and assist end users with system problems.
d. Attend meetings approximately every 6 weeks facilitated by the Systems Administrator.

e. Assist in determining what functionalities of the system the agency will utilize and work closely with the Systems Administrator on data quality issues.
f. Run various ART and ServicePoint reports and provide them to program managers and end users.
g. Convene routine Performance Improvement Team meetings and forward minutes to HMIS System Administrator.
h. Ensure that all HMIS-related information is disseminated to all agency end users.
i. Attend Privacy training annually.

End User Responsibilities

HMIS End Users will be responsible for the following:

a. Review and sign User Agreement annually.
b. Enter client data according to Data Quality and Data Entry standards.
c. Follow the guidelines and procedures in the Privacy Policy.
d. Work with the Agency Administrator to clean up data.
e. Attend Performance Improvement Team meetings.
f. Attend Privacy training annually.

Policy: Updating and Maintaining the Provider Site

1. Identify the services your agency typically provides and those services that your agency refers for. Using the Airs Taxonomy List, complete the Services Quick List.
2. Complete the information on your Agency / Program / Project Provider Sites.
    a. Determine who will receive referrals in your agency; be especially careful whose email you list as they will receive referral notification over that email.
    b. Also be careful to use the service terms identified in your Services provided on your Provider Description field.
    c. Complete the HUD standards on all provider pages.
    d. Complete the Provider and Services Quicklists on each of the agency's provider sites using the codes identified in number "1." above.
        i. Services Quicklists are the services you provide and refer for.
        ii. Provider Specific Services is populated with those services you provide that is not listed in the AIRS Taxonomy.
        iii. Services Provided is a list of services that you provide with corresponding AIRS Taxonomy codes.
        iv. Referral Quicklists are the programs that you refer to.
3. Agencies will need instruction on how to configure their programs to allow data sharing for those agencies included in their Sharing QSOBAA.

Policy: Determining Your Workflow

1. Decide how your agency plans to use the database. Does the agency plan to simply use the database to report to funders or does the agency plan to implement multiple functionalities of the database using it as the agency's automated record system or a portion of its automated record system?
2. Define what screens the agency intends to include in its implementation within each program.
    a. An assessment that includes all of the HUD Universal Data Elements is recommended for all agencies regardless of their funding sources as the Assessment includes most of the information organizations will need to plan and write grants.
    b. Agencies will provide instruction to staff on any issues related to how questions should be asked.
    c. Agencies will provide instruction on how clients should be assigned to the various programs.
    d. Agencies will define how paper forms will be used to support data collection or storage. *It is recommended that agencies continue to maintain paper records by either printing screens or storing the forms on which the data is initially documented.*
3. Define who will complete entry and when that entry will occur. Entry should be as close to "real time" as possible, especially if the agency intends to share records.
    a. Agencies may have staff enter data as they interview clients.
    b. Agencies may have staff interview using paper and enter the data after the session is over.
    c. Agencies may have staff interview using paper and have a delegated data entry person for multiple clients.
4. Define what paper will be used to support the automated file. Forms are used to collect information that is subsequently entered and/or screens are printed from real-time entry.

Policy: Users and User Licenses

1. A User License will be required for all those given access to the database whether their function is to complete data entry or to generate reports. Licenses within a particular organization may be transferred as staff members leave and replacements are hired.

    a. The total number of licenses allocated to each agency within a CoC are documented by the Lead Agency on the Purchase Order form within ServicePoint and submitted to MSHMIS. Each agency may receive up to 5 user licenses (number determined by agency and HMIS staff) and associated monthly support fees (these costs are covered under the HUD grant.) Additional user licenses may be purchased at $175 per license. The agency may also be responsible for support fees for the additional licenses. **Note: These costs are subject to change.**

MSHMIS / Bowman License Costs as of 1/1/2013

One Time Charges:			
SP License	$ 175.00		
Encryption License	$ 0.00		
	$175.00		

ART Licenses:

- View Licenses are available to all end users.

2. The URL to the MSHMIS site should never be sent via email with the User ID and Temporary Password. Send the information in two emails to maintain security. The User will sign onto the site and change the password upon receiving his/her temporary password.
3. To access the database, end users must have completed both Privacy Training and End User Training.
4. The Agency Administrator will call the System Administrator to delete any end users from HMIS.
5. User Profile Issues:
    a. The System Administrator will issue a License to all Agency Administrators by completing the top portion of the User Screen.
    b. After the Provider Site(s) are completed, the System Administrators will add the users to the site according to their workflow plan.
        i. The Access Level is defined for the User and the System Administrator determines what other functionalities the user may have access to such as backdating ROIs or SkanPoint.
        ii. Each user may also enter data into programs other than the user's primary Provider Site.
        iii. The System Administrator completes the User Screen that defines where the User may enter data.

Policy: Sharing Protocol

Required Sharing of HMIS Data

When the HMIS was first implemented in our community, it was structured as a "closed" system, in that each agency's data would be able to be seen by that agency only. Agencies were strongly encouraged to share client data with other agencies; however, doing so was optional and voluntary. A number of agencies do currently share their data with other agencies, and report that in doing so they are able to better coordinate care for their clients as well as reduce their data entry burden.

In order to maximize the use of the HMIS, and to improve the coordination of care for the clients served by providers, HAND has recently made the decision to require all agencies using HMIS to share client data related to services. We recognize though, that sharing client data may not be appropriate for all agencies. Therefore, if there is a reason why your agency (or a particular program within our agency) should not be required to share data, your organization may apply for a waiver of the sharing requirement. This process is described below.

Action Step:

- If your agency believes it has valid cause for why the agency (or a program within the agency) should be exempt from these data sharing requirements, you may apply for a waiver from the HMIS data sharing requirements. A "Data Sharing Requirement Waiver Request" form must be completed and returned to HAND. Please note this Data Sharing Requirement Waiver Request also details what client data will be shared.
- If you do not apply for or receive a required data sharing waiver, you will receive an updated Sharing Agreement (called a QSOBAA – Qualified Service Organization Business Associate Agreement). Upon receiving this Agreement, you will also receive instructions as to when it needs to be signed and returned.
- After all the necessary Sharing Agreements are in place, HMIS staff will take the appropriate steps to set up the system for sharing of service information. Your HMIS Agency Administrators will receive further instructions regarding sharing during their regular meetings.

Best Practices:

- The sharing of data is only possible when the program enters a Release of Information (ROI) in ServicePoint. If the client agrees to the sharing release, the end user should always enter the ROI in ServicePoint. This allows subsequent programs to see what services have been provided and by whom.
- End users should not edit or delete a service entered by another agency.
- Data quality is vital to data sharing; make sure you are entering all required fields.
- If the client does not want to share his or her data, be sure to close the record.

A key component to ending homelessness is our ability to generate and report accurately not only the needs in our community, but also what is working to help individuals and families maintain housing. HAND appreciates your support and action in ensuring our Continuum of Care has a strong, reliable Homeless Management Information System.

If you have any further questions about the items discussed here or the action steps we are asking you to take, please contact HMIS project coordinators Kiana Harrison, Andrea Kuhn or Selwin O'Neal at (313) 964-3666.

- The agency agrees to place all Client Authorization for Release of Information forms related to the MSHMIS in a file to be located at its business address and that such forms are made available to the MSHMIS for periodic audits. The agency will retain these MSHMIS related Authorization for Release of Information forms for a period of seven years upon expiration, after which time the forms will be discarded in a manner ensuring un-compromised client confidentiality.

- The agency may restrict a client's information to overall access when the client refuses to allow his/her name, year of birth, gender or other personally identifiable information to be shared in the database.

- The agency cannot refuse to provide services if the consumer elects not to participate in the Sharing Protocol with the exception of ESG.

- The agency will uphold relevant federal and state confidentiality regulations and laws that protect client records and will only release confidential client records with written consent by the client, or the client's guardian, unless otherwise provided for in regulations or laws.

Policy: Federal/State Confidentiality Regulations

- The agency will abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2, regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The agency understands the federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.
- The agency will abide specifically, when applicable, with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and corresponding regulations passed by the Federal Department of Health and Human Services. In general, the regulations provide consumers with new rights to control the release of medical information, including the right: to give advance consent prior to disclosures of health information; to see a copy of health records; to request a correction to health records; to obtain documentation of disclosures of health information; to obtain an explanation of privacy rights and to be informed about how information may be used or disclosed. The current regulation provides protection for paper, oral and electronic information.
- The agency will abide by Michigan State Laws and Federal Laws related to confidentiality and security of medical, mental health and substance abuse information as found in Revised Statues Title 12, Michigan Revised Statutes Title 36, 42 CFR Part 2 and other relevant statutes, rules and regulations.
- The agency will provide a verbal explanation of the MSHMIS and arrange, when possible, for a qualified interpreter or translator for an individual not literate in English or having difficulty understanding the Privacy Notice or consent form(s).
- The agency will not solicit or input information from clients into the MSHMIS unless specific information proves essential to provide services, to develop reports and provide data, and/or to conduct evaluations and research. In all cases, the agency shall maintain compliance with all state and federal laws regarding research, evaluation and confidentiality of individual client identities.
- If a Human Subjects Review Committee or similar committee exists within the agency, then the agency, wishing to conduct evaluation or research, must submit its request and be approved by that committee prior to conducting the evaluation or research.
- The agency will not divulge any confidential information received from the MSHMIS to any organization or individual without proper written consent by the client (or guardian where appropriate) unless otherwise permitted by relevant regulations or laws.
- The agency will ensure that every person issued a User Identification and Password to the MSHMIS will comply with the following:
    - The HMIS Policy and Procedure Manual
    - The MSHMIS User Agreement stating an understanding of and agreement to comply with MSHMIS confidentiality and ethical practices.
    - Create a unique User I.D. and password; and will not share or reveal that information to anyone by written or verbal means.
    - Will comply with the Participation Agreement.

- The agency understands that individuals granted Agency Administrator access within each agency must become a Designated MSHMIS Agency Administrator through specific training provided by the Homeless Action Network of Detroit or MCAH.
- The agency understands that all client information is encrypted on a file server physically located in a locked office with controlled access, at the offices of Bowman Internet Systems, LLC located at 333 Texas Street, Suite 300, Shreveport, Louisiana 71101.

Policy: Information Security Protocols

User Access Privileges to MSHMIS Database

- User accounts will be created and deleted by the System Administrator. The Agency Administrator will email the System Administrator when an end user is no longer using the system.
- The Agency Administrator will enter email address, title and phone number of the end user on the User Admin tab in ServicePoint.
- The Agency Administrator will manage the proper designation of user accounts and will monitor account usage.
- The Agency Administrator will reset passwords within the Administrative function of the MSHMIS. The URL address will be sent separately from the temporary username/password for security purposes.
    - Passwords are automatically generated from the system when a user is created. Agency Administrators can customize a temporary password. Agency Administrators will communicate the temporary password to the user.
    - The user will be required to change the password the first time they log onto the system. The password must be between 8 and 50 characters and be alphanumeric. Passwords should not be able to be easily guessed or found in a dictionary.
    - Any passwords written down should be securely stored and inaccessible to other persons. Users should not store passwords on a personal computer for easier log on.
    - Passwords expire every 45 days. Users may not use the same password consecutively, and cannot be re-used until 2 password selections have expired.
    - The Agency Administrator should contact the System Administrator to terminate the rights of a user immediately upon termination from their current position.
    - The Agency Administrator must have users re-sign the End User Agreement. The Agency Administrator will keep the End User Agreements on file.
    - If a user unsuccessfully attempts to logon 3 times, the user id will be "locked out", access permission revoked and unable to gain access until their password is reset in the manner stated above.
    - Passwords are the individual's responsibility, and users cannot share passwords.
- Agency staff will not engage in electronic transmission of user IDs and passwords, except for first-time, temporary passwords or encryption keys.
- The Agency Administrator will inform Systems Administrator of any changes in personnel to ensure training of new personnel.

Policy: Local Access to the System Server

- The Agency Administrator is responsible for authorizing computers used to access the system within the agency. Access to the software system will only be allowed from computers specifically identified by the Executive Director and Agency Administrator.
- The Agency Administrator must establish internal access to data protocols. These policies will include who has access, for what purpose, and how they can transmit this information. A formal white paper must be created and filed on site. Issues to be addressed include storage, transmission and disposal of data.
- Users will only be able to view the data entered by users of their own agency. Agencies are restricted from viewing each other's information unless specific sharing agreements have been negotiated.
- Users who have been granted access to the Advanced Reporting Tool and Report Writer/Query Function have the ability to download and save client level data onto their local computer. Once this information has been downloaded, this data becomes the responsibility of the agency and all proper handling policies must be followed.
- Each agency understands that all client records containing identifying information that are stored within local computers are the responsibility of the agency.

Policy: Training

HMIS Demonstration

The Agency Administrator and designated staff persons must attend demonstration of the software as scheduled by HAND.

Agency Administrator Training

Agency Administrators must attend and complete a 1-hour Agency Administrator training incorporating Provider Page Updates, User Account Updates and Running ART Reports.

End User Training

Prior to entering HMIS data, End Users must attend and complete a 4-hour training incorporating the following:

- Introduction to the MSHMIS Project.
- Review of applicable policies and procedures.
- Entering client information including Intake, Assessment, Discharge and Follow-up data.
- Insuring good quality data.
- Using existing reports.
- Using reports to monitor data quality.
- Privacy and Confidentiality training

End users may also be required to attend specific workflow training. The training is free of charge for new end-users who are being trained for the first time. The agency administrators must register the end users using the training request form located at www.handetroit.org/hmis. End users must attend the entire session to become a licensed user.

Please give 48 hours notice of cancellation to avoid being charged $50/user cancellation fee. Only the user that trains under a license is allowed to access that license due to client confidentiality and legal concerns.

If a person successfully completes the new end-user training, but does not start entering data within 2 weeks of completing that training, they will be required to attend another half-day training and will be charged $100.

Pre-Training Activities:

To help make the HMIS new user trainings as beneficial as possible for all attending, we require that all attendees review the pre-training activities on the checklist below before registering:

- You have met with your supervisor and know the exact funding streams you will be entering HMIS data for (HUD, HPRP, ESP, MSHDA ESG, CITY ESG, CDBG, DCH-PATH, DCH-S+C, Youth, Veteran's Administration GPD, SSVF, etc)

- You plan to begin using HMIS within 2 weeks of attending the training (see our **new user policy** below)

Strongly Recommended Prerequisites (essential for successful data entry, reporting, and communication with HAND and funders):

- When using the internet, you know how to have more than one window or program open at once and can switch from one window to another.
- You use the internet frequently and can attach files to email messages.
- You can download Word, PDF, and Excel files from an email or a website and save them to your computer.
- You can navigate through bookmarks of a PDF file.
- You can navigate between tabs of an Excel file and know how to adjust the width of columns.

Note: If you do not meet some or all of these prerequisites, <u>you may have trouble following along with the training and accurately entering data into HMIS</u>. To make sure that your agency has the high-quality HMIS data needed to secure state and federal funding, we strongly urge all new users to confirm that they meet the required and suggested prerequisites on the list before attending a training session.

Some useful resources: (Click the links below to access online resources)
<u>http://www.learnthenet.com/how-to/get-started/</u> Free online tutorials covering how to use the internet and email, and how to download data
<u>http://people.usd.edu/~bwjames/tut/excel/index.html</u> Overview of basic Excel concepts. Trainees only need to know the information through the "basics of a spreadsheet" section.

Policy: Grievance Policy

Program participants have the right to express their dissatisfaction relating to:

- Client not informed of MSHMIS
- Client not informed/provided a Privacy Notice
- No verbal/written Release of information from client
- Sharing client information without informed consent
- Client denied services due to refusal to participate in MSHMIS project
- Client Release of Information form has not end date associated with sharing
- Client put at personal risk or harmed due to personal information shared on the MSHMIS site

Every reasonable effort will be made by program staff to resolve any questions or concerns at the time they arise by initiating discussion. If the problem cannot be resolved to the participant's satisfaction, she/he may initiate a grievance.

An individual will not be criticized for filing a grievance, nor will any punitive action be taken against her/him as a result of the grievance. Grievance information must be treated in the most discreet and confidential manner.

Grievance Procedure

Program staff ensures that participants know and understand these grievance procedures. A copy of the grievance procedure will be posted within the program. The grievance procedure will be explained after acceptance into the program and a copy will be given to each participant.

If a participant has a complaint or grievance that cannot be resolved directly, the participant should report it to the Agency Administrator. It is the responsibility of the supervisor to speak to all parties involved and try to settle the matter to the satisfaction of all parties involved in a timely manner.

In the event that the matter is not resolved to the satisfaction of the participant, the participant may inform the Agency Administrator of his/her desire to take the complaint to the Executive Director. The Executive Director will fill out a Grievance Form and will schedule a meeting with the participant and the Agency Administrator. The participant may request the presence of a supportive staff member, friend or other advocate at the meeting. The Executive Director will meet with the program participant and the Agency Administrator within thirty days of the initial grievance date.

If the grievance is not resolved by the Executive Director, the participant or his/her representative should contact the Department of Housing and Urban Development. The Agency Administrator will provide the program participant with the information to contact HUD and will assist the participant, if required, with this part of the grievance process. The participant may request the presence of a supportive staff member, friend or other advocate at any HUD meetings. All parties should meet in a timely matter to resolve the grievance, per HUD procedures. The decision of HUD is final.

The Agency is required to forward a copy of any formal Client Grievances related to the HMIS staff. A description of the organizations planned response to the grievance should be included with the copy of the Grievance.

Policy: Client Intake/Interview Policies and Procedures

The agency is responsible for ensuring that all clients are asked a minimal set of questions for use in aggregate analysis. The agency commits to work with the local HMIS Systems Administrator to develop a customized agency Interview Protocol or like format. AGENCY also agrees to minimally enter this level of information into the MSHMIS software system.

Intake/Client Consent Procedure

- The agency staff member will use a script to use as a guide for intake of client to include the explanation of the Privacy Notice, Release of Information, Grievance Policy and

1. Post the Agency's Public Notice.
2. Agency staff member must inform the client of the HMIS project using the Summary of Privacy Notice script.
3. After explanation, agency staff member must provide the client with the MSHMIS Privacy Notice or Agency Privacy Notice that includes information on the MSHMIS project including what HMIS is, what ServicePoint is, why the agency is using it, security precautions, privacy protection and benefits and risk for the clients.
4. Agency staff member will inform the client that name, age and gender will be shared statewide and does not compromise confidentiality as it does not link with any particular agency or service. Profile can be closed if client is being threatened, has family/friends/enemies who work in the MSHMIS participating agency or if the client is famous/has relationship with agency. Client determines if she/he wants information shared.
5. Agency staff member will document, via a signed MSHMIS Release Of Information form, a client's (or guardian's when appropriate) understanding and consent to enter client information into a central database and the reasons for this entry and to consent to the sharing protocol set up by AGENCY. The completed Client Information Exchange Release Form provides:
   - Assurance that the Consumer knows that his/her information has been entered into the MSHMIS.
   - Assurance that the MSHMIS has been fully explained to the Consumer and he/she has received a copy of the Agency's Privacy Notice.
   - Informed client consent regarding basic Profile Information to be entered and shared.
   - Release of non-confidential service transaction information to be shared with select Agencies include under a negotiated Coordination of Service Agreements (Inter-Agency Sharing Agreement).
   - The length of time the release will be effective.

6. If profile is not shared, the agency staff member will close the profile.

7. If a sharing agreement is in place, the agency staff member will provide the client with the list of agencies it is sharing information with including the shared assessments. Client will approve the sharing program and will document via a signed MSHMIS Release Of Information form, a client's (or guardian's when appropriate) understanding and consent to enter client information into a central database and the reasons for this entry and to consent to the sharing protocol set up by the agency.

Policy: Data Entry Procedure

- HMIS Program Entry—should be completed the first day a client receives services. The information below is taken from HUD's e-snaps CoC APR Guidebook.
    - "For residential programs, the program entry date would represent the first day of residence in the program's housing.
    - For supportive services only programs, the program entry date may represent the day of program enrollment, the day a service was provided or the first date of a period of continuous participation in a service (daily, weekly or monthly)
    - For Continuum of Care (formerly S+C and/or SRO) programs, the program entry date is the date that the client starts to receive rental assistance (is housed). Services provided prior to this point are recognized as necessary for outreach enrollment and are eligible to count as match."
- Data should be entered into HMIS as close to real time as possible, but if not, within 48 hours of entry or exit. Emergency shelters should attempt to have data entered on the same day of entry or exit.
- Agency should ensure that all users support data quality.
- The agency administrator will review the organization's data entry and ensure that data errors are corrected at the minimum monthly.
- During Intake, agency staff members will complete the minimum required data elements using the Client Intake Form. Minimum entry for all programs will include the Universal Data Elements. For example, HUD funded programs must also complete the HUD assessment; MSHDA ESG funded programs must complete the ESG assessment; PATH funded programs must complete the PATH assessment.

1. Users should switch to the appropriate program using the "enter data as" feature.
2. Users should always search to see if the client is already in the system. If so, the user should click on the existing client record, not create a new client record.
3. Users should also use the backdate feature to enter clients who came into the program prior to the current date.
4. The Client Name will be entered first.
    - The "First Name, "Last Name", "Date of Birth", and "Gender" fields must be collected in order to create the client's **unique identifier**.
    - Do not use spaces, apostrophes, commas or hyphens, e.g., La Tisha O'Malley would be LaTisha OMalley.
    - Jr. or Sr. designation must follow the last name, e.g., John Smith, Jr. would be John Smith Jr
    - Use initial capital letters on the First Name and Last Name. Do not use all caps or all lower case letters. <u>Incorrect:</u> mary m jones <u>Incorrect:</u> MARY M JONES <u>Correct:</u> Mary M. Jones
    - If "date of birth" is unknown, use January 1st of the estimated year. If no birthdate is entered, the client will be counted as an adult.

2. If needed, a household will be created next. To create a household, choose one client as "head of household" and add family members as needed. Users should not create a household for singles.
3. Enter the Release of Information.
4. If required, complete a program entry.
5. Enter Services.
6. If required, complete Case Plan.
7. Remember to use the Interim Assessment to update client data, such as income, employment, education, and disability.
8. When clients leave the program, complete a program exit.

   Note: DCH-funded programs including PATH and DCH S+C, should contact DYNS for specific data entry policies, procedures and technical assistance.

Required Data Elements for All Program Except PATH (contact DCH for Information)

All programs are required to complete the Universal Data Elements (those fields in red in ServicePoint.) and the fields required by HAND*. Note: The Domestic Violence field is required for all programs that need to submit an APR.

Universal Data Element	Required for Adults	Required for Children	Update at Exit	Update Annually Use Interim Assessment
Name	X	X		
SS Number	X	X		
SSN Data Quality	X	X		
Gender	X	X		
Race	X	X		
Ethnicity	X	X		
Date of Birth	X	X		
Date of Birth Type	X	X		
Is Client Homeless?	X	X		
Prior Living Situation	X			
Length of Stay	X			
Housing Status	X	X	X	
Disability	X	X		
Military Veteran	X			
Income	X	X	X	X
Zip Code	X			
Zip Code Data Quality	X			
***Primary Reason for Homelessness**	X			
***Education**	X		X	

***Employment**	X		X	
Domestic Violence	X			
Destination			X	
***Services**	X			
***Self Sufficiency Matrix**	X		X	X

Note: Domestic Violence is required for all programs that submit a HUD APR.

Required – Discharge Destination

All programs are required to select the appropriate destination when a client exits a program. Follow the guidance below when determining the best option for the client.

Permanent Destinations	*Explanation*
Owned by Client, no subsidy	*The unit the client is living in is owned by him or her and has no ongoing housing subsidy attached to it.*
Owned by client, with ongoing subsidy	*The unit the client is living in is owned by him or her and has an ongoing housing subsidy (mortgage payment support) attached to it. Includes USDA Rural Development Loan/Recovery Act Supports.*
Rental by client, no ongoing subsidy	*The unit the client is renting is not supported by any government or private subsidy.*
VASH Subsidy	*The unit the client is renting is being supported by a HUD/VASH subsidy. VASH (Veterans Affairs Supportive Housing)*
(non-VASH), Ongoing subsidy	*The unit the client is renting is being supported by a subsidy – either government or private, either site-based or voucher. Includes Section 8, HARP, HCV, State Rental Assistance (SER) and HPRP.*
Supportive Housing for Homeless Persons	*The unit the client is renting is being subsidized by any homeless funding source. This could be a scattered-site or site-based supportive housing where the rental subsidy is from Shelter Plus Care, Supportive Housing Program, Rapid-Re-housing from HPRP, or a local source of subsidy restricted strictly for homeless persons.*
With Family – Permanent Tenure	*The client has moved into a room, apartment or house occupied by a family member and is intending on living there. Use "permanent" if the client has NOT been given a specific time limit in which he/she needs to leave or if exit destination is short term but leads to a permanent destination such as doubled up for two weeks until an apartment is ready.*
With Friends – Permanent Tenure	*The client has moved into a room, apartment or house occupied by a friend and is intending on living there. Use "permanent" if the client has NOT been given a specific time limit in which he/she needs to leave or if exit destination is short term but leads to a permanent destination such as doubled up for two weeks until an apartment is ready. Includes clients who leave for Job Corps, college, Military or National Guard training.*

Temporary Destinations	*Explanation*
Emergency shelter, with voucher	*The client has exited to an Emergency Shelter, including a hotel or motel paid for with an emergency shelter voucher. Includes Domestic Violence shelter, Basic Center shelters/host home for youth and Missions.*
TH for homeless persons (including youth)	*The client has exited to a Transitional Housing program for the homeless which is housing with supports that is time limited up to 24 months. Includes TBRA, Youth SHP and Youth transitional housing programs. Doesn't include an exit to substance abuse treatment facility.*
With Family – Temporary Tenure	*The client has exited to a room, apartment or house occupied by a family member and is intending on staying there only a short time. Use "temporary" if client is given a time limit in which he/she needs to leave or if the Case Manager has knowledge that the destination is meant to be very short term and/or is lacking stability, such as overcrowding (more than 1.5 persons per room).*
With Friends – Temporary Tenure	*The client has exited to a room, apartment or house occupied by a friend and is intending on staying there only a short time. Use "temporary" if client is given a time limit in which he/she needs to leave or if the Case Manager has knowledge that the destination is meant to be very short term and/or is lacking stability, such as overcrowding (more than 1.5 persons per room).*
Place Not Meant for Human Habitation	*The client has returned to the streets or any place not meant for human habitation (e.g. a vehicle, abandoned building, bus/train/subway/airport station, chicken coop, campsite, or anywhere outside).*

Institutional Settings	*Explanation*
Foster Care	*The client has exited to an adult or child foster care home or foster care group home.*
Psychiatric Facility	*The client has exited to a psychiatric facility or psychiatric hospital, or psychiatric unit of a local hospital.*
Substance Abuse or Detox Facility	*The client has exited to a substance abuse treatment program, detox program or other substance abuse residential facility.*
Hospital (non-psychiatric)	*The client has exited to a hospital for any reason other than psychiatric. Includes any residential care involving a medical need (hospital, nursing home, rehabilitation center).*
Incarcerated	*The client has been arrested and is residing in a local jail, prison (state or federal) or juvenile detention facility.*

Other Destinations	*Explanation*
Deceased	*The client died while in the program.*
Other	*Some place other than what is able to be recorded in any of the above fields.*
Don't Know/refused	*The client exited the program without telling program staff where he or she was going (e.g. MIA) or refused to tell staff where he or she was going.*

Information Missing	*The information was not recorded in HMIS.*

Use of Self-Sufficiency Matrix ***

HAND requires that selected domains within the Self-Sufficiency Matrix (SSM) be completed by the following types of programs: Transitional Housing, Permanent Supportive Housing, Support Services Only, and Emergency Shelters that provide case management. For shelters and TH programs, add a new SSM every 3 months. For PSH programs, enter a new SSM every 6 months. Having this data from the SSM will help us have a better understanding of outcomes resulting from programs in our community.

The SSM captures client functioning on a variety of domains; HAND is only requiring the following four domains be completed:

- Income
- Employment
- Housing
- Life Skills

If your program is already completing the SSM for additional domains than those listed above, we ask that you continue to collect the information. We encourage you to complete additional domains that apply to your program.

Action Step:
If you are not sure if your organization or program is required to use the SSM, contact Kiana Harrison, Andrea Kuhn or Selwin O'Neal. Ensure staff is trained on the SSM. Contact HMIS System Administrators if staff needs initial or refresher training on how to use the Self-Sufficiency Matrix.

Policy: Data Quality Assurance

Each agency will maintain an on-going process of Quality improvement. This process will be built around routine user meetings that occur at multiple levels of the implementation and routine measurement of data quality and outcomes related to mission critical processes.

- Each agency will be required to form an internal performance improvement team that will include at minimum the Agency Administrator and staff who have Database privileges. Teams will meet at least quarterly to review the following issues
  - *Coverage* – What client information is being entered into the database from what programs? What percent of the homeless consumers served by the organization are being entered into the system?
  - *Data Quality* – are interviews/forms generating complete, consistent, high quality information? Are definitions being applied uniformly? Are all required fields being completed?
  - *Security/Privacy/Confidentiality* – Are there concerns regarding the organizations practice around privacy issues. A plan should be developed to correct any problems that are identified.
  - *Reporting issues* – are staff able to access and use the data from the system? Are their problems with reporting? Are there opportunities to use the data to support improvement of program operations?
  - *Outcomes* – is the data accurately reflecting client and program outcomes according to measurement criteria for improving performance

Following are data quality measures for the HMIS project.

a) End users should always search to see if the client is already in the system; if the client is in the system, click on the name and use that client record. **Do not create a new client if the client already exists.**
b) **IMPORTANT**: <u>Programs should complete all **the universal data elements** for clients.</u> This is extremely important; especially when sharing data.
c) When sharing with internal and/or external programs, end users must **complete a Release of Information (ROI) in HMIS**; otherwise the data that has been entered will not be shared.
d) Clients who have been entered into HMIS should have an associated **program entry unless the program is using a "services only" workflow**.
e) The **Self-Sufficiency Matrix** should be completed for at least 95% of all clients entering into the TH, PSH, SSO programs and Emergency Shelter programs that do case management. A <u>new</u> Self Sufficiency Matrix should be completed every 3 months for ES and TH programs and every 6 months for PH programs. Another Self Sufficiency Matrix should be done at program exit.
f) When exiting clients, less than 25% of clients should have an "unknown" destination when

being exited from a TH, SSO or PSH program.
g) Ensure that all household members are included in program entries/exits and services.
h) If clients are in a program longer than one year, end users should use the Interim Review feature to update income annually.
i) Be sure to **update the Housing Status at exit; this is required**. Also, update **Education and Employment** at exit. Do not update the Homeless question.
j) Data in the ServicePoint APR should be the same as the data in the APR submitted to HUD.
k) The number of active clients in HMIS programs (per the APR) should not be more than 105% or less than 65% of the number of clients on the Housing Inventory Chart for the AHAR Point-In-Time dates of the last Wednesday of October, January, April and July.
l) Programs should participate in the Point-in-Time counts (PIT) as required.
m) Agency Administrator meetings are required; if the Agency Administrator cannot attend, he/she should send a representative.
n) Agency Administrators are required to generate data quality reports quarterly and provide them to the end users.
o) Agency Administrators generate various reports as required by funders.

Policy: Right To Deny User and Agency Access

- If HMIS staff has an issue with an agency's data quality, staff will contact the Agency Administrator. If no significant progress is made within two weeks, HMIS staff will contact Agency Management. If no significant progress is made within one week, HMIS staff will contact funder. If no significant progress is made within one week, HMIS staff will deny access to the agency end users and Agency Administrator.
- Agency may request an Exception to the security and privacy standards. However, in lieu of an approved Exception, the agency or a user access may be suspended or revoked for suspected or actual violation of the security protocols. Serious or repeated violation by users of the system may result in the suspension or revocation of an agency's access.
- All exceptions of these standards are to be requested in writing by the Executive Director of the agency and approved by the Project Manager as appropriate as well as the MSHMIS administrative team. Any exception to the data security policies and standards not approved by the Project Manager is a violation.
- All potential violations of any security protocols will be investigated.
- Any user found to be in violation of security protocols will be sanctioned accordingly. Sanctions may include but are not limited to; a formal letter of reprimand, suspension of system privileges, revocation of system privileges, termination of employment and criminal prosecution.
- Any agency that is found to have consistently and/or flagrantly violated security protocols may have their access privileges suspended or revoked.
- All sanctions are imposed by the Project Manager.
- All sanctions can be appealed to the Steering Committee.

Policy: Release of data by the Homeless Action Network of Detroit:

1. Only de-identified aggregate data will be released.
2. Aggregate data will be available in the form of an aggregate report or as a raw data set.
3. Aggregate data may be made directly available to the public.
4. Parameters of the aggregate data, that is, where the data comes from, what it includes and what it does not include will be presented with each report.
5. Requests for aggregated data must be documented on a Data Request Form and approved by HAND. Approval will be based on guidelines established by the Steering Committee. HAND reserves the right to deny any request for aggregated data.
6. No client identified may be released without informed consent unless otherwise specified by Michigan State and Federal confidentiality laws. All requests for such information must be addressed to the owner/participating organization where the data was collected.

APPENDIX A: Sample Privacy Policy

DATE: August 1, 2012

SUBJECT: HMIS Privacy and Confidentiality

APPROVAL LEVEL: Agency Board of Directors

REASONS FOR POLICY:

1. To protect to privacy of agency clients
2. To comply applicable laws and regulations
3. To insure fair information practices as to:
    a. Openness
    b. Accountability
    c. Collection limitations
    d. Purpose and use limitations
    e. Access and correction
    f. Data Quality
    g. Security

STATEMENT OF POLICY:

1) **Compliance** Agency privacy practices will comply with all applicable laws governing HMIS client privacy/confidentiality. Applicable standards include, but are not limited to the following.
   a) Federal Register Vol. 69, No. 146 (HMIS FR 4848-N-02) - Federal statute governing HMIS information.
   b) HIPAA - the Health Insurance Portability Act.
   c) 42 CFR Part 2. - Federal statute governing drug and alcohol treatment.
   d) Detroit HMIS Collaborative Policy and Procedures
   e) Negotiated QSOBAA(s) - Inter-agency sharing agreement(s).

NOTE: HIPAA statutes are more restrictive than the HMIS FR 4848-N-02 standards and in cases where both apply; HIPAA over-rides the HMIS FR 4848-N-02 standards. In cases where an agency already has a confidentiality policy designed around the HIPAA standards, that policy can be modified to include the HMIS data collection, or can be amended to create one set of standards for clients covered under HIPAA, and a second set of standards for those covered only under HMIS FR 4848-N-02. Agencies should indicate in their Privacy Notice which standards apply to their situation.

2) **Use of Information** PPI (protected personal information , that is information which can be used to identify a specific client) can be used only for the following purposes:
   a) To provide or coordinate services to a client.
   b) For functions related to payment or reimbursement for services.
   c) To carry out administrative functions such as legal, audit, personnel, planning, oversight and management functions.
   d) For creating de-personalized client identification for unduplicated counting.
   e) Where disclosure is required by law.
   f) To prevent or lessen a serious and imminent threat to the health or safety of an individual or the public.
   g) To report abuse, neglect, or domestic violence as required or allowed by law.
   h) Contractual research where privacy conditions are met (including a written agreement).
   i) To report criminal activity on agency premises.
   j) For law enforcement purposes in response to a properly authorized request for information from a properly authorized source.

NOTE: HMIS FR 4848-N-02 standards list items a-d above as allowable reasons for disclosing PPI but make provisions for additional uses to meet individual agency obligations In some cases these uses (e-j above) have additional conditions, and HMIS FR 4848-N-02 4.1.3 should be consulted if any of these optional items are to be included in an agency's policy . It also states that "except for first party access to information and required disclosures for oversight and compliance auditing, all uses and disclosures are permissive and not mandatory."

NOTE: if a client refuses to release PPI, and such information is needed/required in order to provide services, the client's refusal may necessitate denial of service. Agencies may choose to make provisions for such denial of services in their policy.

3) **Collection and Notification** Information will be collected only by fair and lawful means with the knowledge or consent of the client.
   a) PPI will be collected only for the purposes listed above.
   b) Clients will be made aware that personal information is being collected and recorded.
   c) A written sign will be posted in locations where PPI is collected. This written notice will read:

> "We collect personal information directly from you for reasons that are discussed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for homeless persons, and to better understand the needs of homeless persons. We only collect information that we consider to be appropriate."
>
> "The collection and use of all personal information is guided by strict standards of confidentiality. Our Privacy Notice is posted. A copy of our Privacy Notice is available to all clients upon request."

   d) This sign will be explained in cases where the client is unable to read and/or understand it.

NOTE: Under HMIS FR 4848-N-02, agencies are permitted to require a client to express consent to collect PPI verbally or in writing, however this is optional and not a requirement of the statute.

4) **Data Quality** PPI data will be accurate, complete, timely, and relevant.
   a) All PPI collected will be relevant to the purposes for which it is to be used.
   b) Identifiers will be removed from data that is not in current use after 7 years (from date of creation or last edit) unless other requirements mandate longer retention.
   c) Data will be entered in a consistent manner by authorized users.
   d) Data will be entered in as close to real-time data entry as possible.
   e) Measures will be developed to monitor data for accuracy and completeness and for the correction of errors.
      i) The agency runs reports and queries monthly to help identify incomplete or inaccurate information.
      ii) The agency monitors the correction of incomplete or inaccurate information.
      iii) By the 15th of the following month all monitoring reports will reflect corrected data.
   f) Data quality is subject to routine audit by System Administrators who have administrative responsibilities for the database.

5) **Privacy Notice, Purpose Specification and Use Limitations** The purposes for collecting PPI data, as well as it uses and disclosures will be specified and limited.
   a) The purposes, uses, disclosures, policies, and practices relative to PPI data will be outlined in an agency Privacy Notice (copy attached).
   b) The agency Privacy Notice will comply with all applicable regulatory and contractual limitations.
   c) The agency Privacy Notice will be made available to agency clients, or their representative, upon request and explained/interpreted as needed.
   d) Reasonable accommodations will be made with regards to the Privacy Notice for persons with disabilities and non-English speaking clients as required by law.

e) PPI will be used and disclosed only as specified in the Privacy Notice, and only for the purposes specified therein,
f) Uses and disclosures not specified in the Privacy Notice can be made only with the consent of the client.
g) The Privacy Notice will be posted on the agency web site.
h) The Privacy Notice will reviewed and amended as needed.
i) Amendments to or revisions of the Privacy Notice will address the retroactivity of any changes.
j) Permanent documentation will be maintained of all Privacy Notice amendments/revisions.
k) All access to, and editing of PPI data will be tracked by an automated audit trail, and will be monitored for violations use/disclosure limitations.

NOTE: Items above are required by HMIS FR 4848-N-02, and/or MSHMIS policy, but agencies can restrict and limit the use of PPI data further by requiring express client consent for various types of uses/disclosures, and/or by putting restriction or limits on various kinds of uses/disclosures.

6) **Record Access and Correction** Provisions will be maintained for the access to and corrections of PPI records.
   a) Clients will be allowed to review their MSHMIS record within 5 working days of a request to do so.
   b) During a client review of their record, an agency staff person must be available to explain any entries the client does not understand.
   c) The client may request to have their record corrected so that information is up-to-date and accurate to ensure fairness in its use.
   d) When a correction is requested by a client, the request will be documented and the staff makes a corrective entry if the request is valid.
   e) A client may be denied access to their personal information for the following reasons:
      i) Information is compiled in reasonable anticipation of litigation or comparable proceedings;
      ii) Information about another individual other than the agency staff would be disclosed,
      iii) Information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the source of the information
      iv) Information, the disclosure of which would be reasonably likely to endanger the life or physical safety of any individual.
   f) A client may be denied access to their personal information in the case of repeated or harassing requests for access or correction. However, if denied, documentation will be provided regarding the request and reason for denial to the individual and be made a part of the client's record.
   g) A grievance process may be initiated if a client feels that their confidentiality rights have been violated, if access has been denied to their personal records, or if they have been put at personal risk, or harmed.
   h) Any client grievances relative to HMIS will be processed/resolved according to agency grievance policy.
   i) A copy of any client grievances relative to HMIS data or other privacy/confidentiality issues and agency response are forwarded to MCAH.

7) **Accountability** Processes will be maintained to insure that the privacy and confidentiality of client information is protected and staff is properly prepared and accountable to carry out agency policies and procedure that govern the use of PPI data.
   a) Grievances may be initiated through the agency grievance process for considering questions or complaints regarding privacy and security policies and practices .All users of the MSHMIS must sign a Users Agreement that specifies each staff persons obligations with regard to protecting the privacy of PPI and indicates that they have received a copy of the agency's Privacy Notice and that they will comply with its guidelines.
   b) All users of the MSHMIS must complete formal privacy training.
   c) A process will be maintained to document and verify completion of training requirements.
   d) A process will be maintained to monitor and audit compliance with basic privacy requirements including but not limited to auditing clients entered against signed MSHMIS Releases.
   e) A copy of any staff grievances initiated relative to privacy, confidentiality, or MSHMIS data will be forwarded to MCAH.
   f) Regular user meetings will be held and issues concerning data security, client confidentiality, and information privacy will be discussed and solutions will be developed. Minutes of user meetings will be forwarded to MCAH as required by the MSHMIS participation agreement.

8) **Sharing of Information** Client data may be shared with partnering agencies only with client approval
   a) All routine data sharing practices with partnering agencies will be documented and governed by a Qualified Service Organization Business Associate Agreement, (QSOBAA) that defines the agency-determined sharing practice.
   b) Agency defaults within the MSHMIS system will be set to "closed," open for planned exception guided by sharing agreements negotiated between agencies (QSOBAAs).
   c) A completed MSHMIS Client Release of Information (ROI) Form is needed before information may share electronically according to QSOBAA(s).
      i) The MSHMIS release is customized to inform the client about what is shared and with whom it is shared. The customization reflects the agency's QSOBAA(s).
      ii) The client accepts or rejects the sharing plan.
      iii) If the client rejects the sharing plan, staff clicks the Security Button, which closes the record.
   d) Clients will be informed about and understand the benefits, risks, and available alternatives to sharing your information prior to signing an ROI, and their decision to sign or not sign shall be voluntary.
   e) Clients who choose not to authorize sharing of information cannot be denied services for which they would otherwise be eligible.
   f) All Client Authorization for ROI forms related to the MSHMIS will be placed in a file to be located on premises and will be made available to the MCAH for periodic audits.
   g) MSHMIS-related Authorization for ROI forms will be retained for a period of 7 years, after which time the forms will be discarded in a manner that ensures client confidentiality is not compromised.
   h) No confidential/restricted information received from the MSHMIS will be shared with any organization or individual without proper written consent by the client, unless otherwise permitted by applicable regulations or laws.

i) Restricted information, including progress notes and psychotherapy notes, about the diagnosis, treatment, or referrals related to a mental health disorder, drug or alcohol disorder, HIV/AIDS, and domestic violence concerns shall not be shared with other participating Agencies without the client's written, informed consent as documented on the Agency-modified Authorization for Release of Confidential Form.
   i) Sharing of restricted information is not covered under the general MSHMIS Client ROI.
   ii) Sharing of restricted information must also be planned and documented through a fully executed QSOBAA.
   iii) If a field that normally contain non-confidential information discloses confidential information.
      (1) The staff completes an Authorization to release Confidential Information.
      (2) If the client refuses to authorize the release, the staff closes the Assessment/Screen by clicking the lock on the screen and removing any exceptions.

j) If a client has previously given permission to share information with multiple agencies, beyond basic identifying information and non-restricted service transactions, and then chooses to revoke that permission with regard to one or more of these agencies, the effected agency/ agencies will be contacted accordingly, and those portions of the record, impacted by the revocation, to will be locked from further sharing.

k) All client ROI forms will include an expiration date, and once a Client ROI expires, any new information entered will be closed to sharing.

9) **System Security** System security provisions will apply to all systems where PPI is stored, agency's networks, desktops, laptops, mini-computers, mainframes and servers.
   a) Password Access:
      i) Only individuals who have completed Privacy and System Training may be given access to the MSHMIS through User IDs and Passwords.
      ii) Temporary/default passwords will be changed on first use.
      iii) Access to PPI requires a user name and password at least 8 characters long and using at least one number and one letter.
      iv) Passwords will not use or include the users name or the vendor name, and will not consist entirely of any word found in the common dictionary or any of the above words spelled backwards.
      v) User Name and password may not be stored or displayed in any publicly accessible location
      vi) Passwords must be changed routinely.
      vii) Users must not be able to log onto more than one workstation or location at a time.
      viii) Individuals with User IDs and Passwords will not give or share assigned User ID and Passwords to access the MSHMIS with any other organization, governmental entity, business, or individual.
   b) Virus Protection and Firewalls:
      i) Commercial virus protection software will be maintained to protect HMIS system from virus attack.
      ii) Virus protection will include automated scanning of files as they are access by users.
      iii) Virus Definitions will be updated regularly.
      iv) All workstations will be protected by a firewall either through a workstation firewall or a server firewall.
   c) Physical Access to Systems where HMIS Data is Stored
      i) Computers stationed in public places must be secured when workstations are not in use and staff is not present.

ii) After a short period of time a pass word protected screen saver will be activated during time that the system is temporarily not in use.
iii) For extended absence, staff must log off the computer

d) Stored Data Security and Disposal:
   i) All HMIS data downloaded onto a data storage medium must be maintained and stored in a secure location.
   ii) Data downloaded for purposes of statistical analysis will exclude PPI whenever possible.
   iii) HMIS data downloaded onto a data storage medium must be disposed of by reformatting as opposed to erasing or deleting.
   iv) A data storage medium will be reformatted a second time before the medium is reused or disposed of.

e) System Monitoring
   i) User access to the MSHMIS Live Web Site will be monitored using the computer access logs located on each computer's explorer "history" button, or via a central server report.

f) Hard Copy Security:
   i) Any paper or other hard copy containing PPI that is either generated by or for HMIS, including, but not limited to report, data entry forms and signed consent forms will be secured.
   ii) Agency staff will supervise at all times hard copy with identifying information generated by or for the HMIS when the hard copy is in a public area. If the staff leaves the area, the hard copy must be secured in areas not accessible by the public.
   iii) All written information pertaining to the user name and password must not be stored or displayed in any publicly accessible location.

NOTE :Various important aspects of system security are the contracted responsibility of Bowman Systems and are therefore not covered in agency policy. These involve procedures and protections that take place at the site of the central server and include data backup, disaster recovery, data encryption, binary storage requirements, physical storage security, public access controls, location authentication etc.

APPENDIX B: Homeless Definition Cross-walk

Category	Title	Description See Interim CoC Rule / 24CFR Part 578 for complete wording.	Housing Status Question	"Is Client Homeless?" Question (Michigan Def.)	Program Qualifications & Funding Rules
1	Literally Homeless	**(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence**, meaning: (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;	**"1- Literally Homeless"**	**"Yes" For All** **Includes persons in existing TH (shelter) under grandfather clause. (New TH is only considered "shelter" if its primary purpose is sheltering and it does not require signed leases or occupancy agreements.)**	**ESG Rapid Rehousing Homeless**
2	Imminent Risk	**An individual or family who will imminently lose their primary nighttime residence** provided that: (i) The primary nighttime <u>residence will be lost within 14 days</u> of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;	**"2- Imminent Risk"**	**"Yes" only if meets i, ii, and iii.**	**<u>Qualifies</u> for ES, TH & SSO** **ESG Homeless Prevention**

3	Homeless under other statutes	**Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:** **(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2),section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);** (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.		**"2-At Immi nent Risk"** **Or** **3-At Risk"**	**"Yes" only if meets i thru iv otherwise "No".**	**ESG Homeless Prevention** **<u>Qualifies</u> for ES, *TH, *SSO** ***HUD approval see 578.89 (aligned with plan with 10% limit unless homeless PIT < .01% of population).**

4	Fleeing / Attempting to Flee DV	**Any individual or family who:** (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.	**"1-Literally Homeless if shelter or street"** **"2-Imminent Risk if doubled-up"**	**"Yes" for All if meets i, ii, and iii.**	**ESG Rapid Rehousing if also Category 1 (street/vehicle or shelter),** **otherwise** **Homeless Prevention**
	Chronically Homeless	**1. An individual who:** (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously <u>for at least one year or on at least four separate occasions in the last three years.</u> (iii) Can be diagnosed with one or more of the following conditions; substance use disorder, serious mental illness, developmentally disability, PTSD, cognitive impairments resulting from brain injury, or chronic physical illness or disability. 2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility for fewer than 90 days and met all of the criteria in paragraph 1 of this definition, before entering that facility; or 3. A family with an adult HoH (or if there is no adult in the family, a minor HoH) who meets all of the criteria in paragraph 1 of this definition, including a family whose composition has fluctuated while the HoH has been homeless.	**"1-Literally Homeless"**	**"Yes"** **For Families the HoH must meet iii (disability).**	

	At Risk of Homelessness	**An individual or family who:** (i) Has an annual income below 30% of median family income for the area, as determined by HUD; (ii) does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place descripted in category paragraph 1 of the homeless definition. (iii) Meets one of the following conditions: a. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance; b. Is living in the home of another because of economic hardship; c. Has been notified in writing that their right to occupy their current housing or living situation <u>will be terminated within 21 days</u> of the date of application for assistance; d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or federal, State, or local government programs for low-income individuals; e. Lives in a SRO or efficiency apartment unit in which there reside more than 2 persons, or lives in a larger housing unit in which there reside more than 1.5 people/room, as defined by the US Census bureau; f. Is exiting a publically funded institution or system of care (such as health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or g. Otherwise lives in housing that has characteristics associated with instability and increased risk of "homelessness", as identified in the recipient's approved consolidated plan;	**"2-Imminent Risk" if eviction is 15 to 21 days and i and ii, or** **or i, ii, and at least one iii.** **3-Unstably Housed (eviction > 21 days) and no other condition under iii.** **or 4-Stably Housed if does not meet i, ii, and iii.**	"No"	**For ESG all category 2 and 3 are Homeless Prevention**

		2. A child or youth who does not qualify as “homeless” under this section, but qualifies as homeless under sections 387(3) ….. see rule page 53 (Runaway and Homeless Youth, Head Start, Public Health, VAWA, Food & Nutrition, or Child Nutrition Acts); or 3. A child or youth who does not qualify a homeless under this section, but qualifies a homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) of that child or youth if living with her or him.	**If child or youth meets definition under 2 or 3 then “2-Imminent Risk”**		

APPENDIX C: (MSHMIS) Operating Policy and Procedure

The purpose of HMIS is to record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services, to produce an unduplicated count of homeless persons for each Continuum of Care; to understand the extent and nature of homelessness locally, regionally and nationally; and to understand patterns of service usage and measure the effectiveness of programs and systems of care. **The following operating policies and procedures apply to all designated HMIS Lead Agencies and participating Agencies (Contributing HMIS Organizations – CHOs).**

PRIVACY STATEMENT

MSHMIS is committed to make Michigan's HMIS safe for all types of programs, the clients whose information is recorded, and to maximize the opportunities to improve services through automation.

Toward that end:

□ Sharing is a planned activity guided by Sharing Agreements between agencies (QSOBAAs). The agency may elect to keep private some or all of the client record including all identifying data.

□ All organizations will screen for safety issues related to the use of the automation. MSHMIS has systematized the risk assessment related to clients through the MSHMIS Release, offered options in terms of the SS#, and provided guidance around the use of Un-Named Records and how the Privacy Notice is explained..

□ MSHMIS has adopted a Privacy Notice (with minor modifications) that was developed in close collaboration with those providers that manage information that may put a client at risk.

□ The MSHMIS System runs in compliance with HIPAA, and all Federal and State laws and codes. All privacy procedures are designed to insure that the broadest range of providers may participate in the Project.

□ Privacy Training is a requirement for all agencies and users on the MSHMIS system. We view our Privacy Training as an opportunity for all participating organizations to revisit and improve their overall privacy practice. Many agencies have elected to put all of their staff through the training curricula – not just those with user access to the system.

□ All those issued user access to the system must successfully complete privacy training and sign a User's Agreement and Code of Ethics, and agencies must sign a MSHMIS Participation Agreement. Taken together, these documents obligate participants to core privacy procedures. If agencies decide to share information, they must sign an agreement that defines sharing practice and prevents re-release of information (the Sharing QSOBAA).

☐ Policies have been developed that protect not only client's privacy, but also agency's privacy. Practice Principles around the use and publication of agency or CoC specific data have been developed and included in both the Participation Agreement and the Policies and Procedures.
☐ The MSHMIS System allows programs with multiple components/locations that serve the same client to operate on the a single case plan, reducing the amount of staff and client's time spent in documentation activities and ensuring that care is coordinated and messages to clients are reinforced and consistent.
☐ MSHMIS has incorporated Continuous Quality Improvement Training designed to help agency administrators use the information collected in the HMIS to stabilize and improve program processes, measure outcomes, report to their many funders, and be more competitive in funding requests.

Key Terms and Acronyms:

Term	Acronym (if used)	Brief Definition
Homeless Management Information System	HMIS	Data systems that meet HUD requirements and are used throughout the nation to measure homelessness and the effectiveness of related service delivery systems. The HMIS is also the primary reporting tool for HUD homeless service grants as well as other public money's related to homelessness.
Continuum of Care	CoC	Planning body charged with guiding the local response to homelessness.
Independent Jurisdictions	IJs	CoCs that are recognized by HUD usually organized around the higher population counties. Detroit is its own IJ.
Balance of State CoCs	BOS	MSHDA/MHAAB have organized local planning bodies throughout Michigan that make up the "Balance of State" IJ. These groups are called BOS CoCs as they are organized like Independent Jurisdictions with many of the same rules, however they have no legal status with HUD.
Michigan Homeless Assistance Advisory Board	MHAAB	The BOS IJ CoC Governance Board. The Statewide HMIS reports to MHAAB – the BOS IJ CoC Planning Group
Michigan State Housing Development Authority	MSHDA	MSHDA is the grantee for the Statewide HMIS and subcontracts with MCAH for administration of the System.
Joint Governance Charter		The Agreement between Michigan's IJ CoCs and MSHMIS that supports a statewide HMIS operating in a single system environment.
Contributing HMIS Organizations	CHO	An organization that participates on the HMIS.
Participation Agreement		The Agreement between all participating agencies and MCAH that specifies the rights and responsibilities of MCAH and participating agencies.
Administrative Qualified Services Organization Business Associates	Admin. QSOBAA	The Agreement signed by each Agency, local Lead HMIS Agency, MCAH, and MSHDA that governs the privacy standards for all those that can see multiple organization data.

Agreement		
Sharing Qualified Services Organization Business Associates Agreement	**Sharing QSOBAA**	The Agreement between agencies that elect to share information using the HMIS. The Agreement prevents the re-release of data and, in combination with the Participation Agreement, defines the rules of sharing.
User Agreement & Code of Ethics		The document each HMIS User signs agreeing to the HMIS standards of conduct.
Release of Information	**ROI**	An electronic ROI must be completed to share any persons data within the HMIS. A signed (paper) ROI giving informed client consent for sharing is also required to share data between agencies.
Sharing		Sharing refers to the sharing of data between agencies. It does **not** refer to basic entry into the HMIS. Sharing data requires a signed client Release of Information. Basic entry does not require an ROI as there is implied consent for the agency to keep records when a client provides information..
Visibility		Refers to the ability to see a client's data between provider pages on the HMIS. Visibility is configured on the HMIS system in each Provider Page.
Visibility Groups		Visibility Groups are defined groups of Provider Pages where data is shared. Internal Visibility Groups control internal sharing. External Visibility Groups control sharing with other agencies and are defined with a Sharing QSOBAA.
Coverage Rate		For MSHMIS - The percent of the Homeless Population that is measured on the HMIS. Coverage estimates are used to project to a total homeless count that includes those served in Domestic Violence Providers or other non-participating Shelters or Outreach Programs. See Coverage Memo for guidance. HUD also defines Bed Coverage (beds covered on the HMIS) and Service Coverage (person coverage for none residential programs.
Program Types		**HUD defines 9 basic Program Types**
		• ES: Emergency Shelter- Overnight shelters or shelters with a planned length of stay of less than 3 months. • TH: Transitional Housing- Transitional environments with a planned LOS of not more than 2 years and provide supportive services. • PSH: Permanent Supportive Housing- Permanent Housing for the formerly homeless with services attached to persons served under this program. • PH: Permanent Housing- Permanent housing that may be supported by a voucher but does not have services attached to the housing. • RR: Rapid Rehousing- A program that rapidly rehouses those that are identified at Literally Homeless. • HP: Homeless Prevention- A program that helps those are at imminent risk of losing housing, to retain their housing. • SOP: Street Outreach Program- A program that serves homeless persons that are living on the street or other places not meant for habitation.

		• SSO: Services Only Program- A program that serves only with no residential component. These programs often provide case management and other forms of support and meet with clients in an office, at the household's home, or in a shelter. • Safe Haven: A program that provides low-demand shelter for hard-to-serve persons with severe disabilities. The clients have often failed in other sheltering environments.
Length of Stay	**LOS**	The number of days between the beginning of services and the end of services. It is calculated using entry and exit dates or shelter stay dates. The HMIS offer calculations for discrete stays as well as the total stays across multiple sheltering events.
Point in Time Count	**PIT**	An annual count during the last week in January that is required for all CoCs. Every other year, that count also included an "unsheltered"or street count.
Housing Inventory Chart	**HIC**	All residential programs (both HMIS and non-participating) must specify the number of beds and units available to homeless persons. The numbers are logged into related Provider Pages where the corresponding person data is recorded (for participating programs).
SOAR Across Michigan	**SOAR**	Using the nation "best practice" curriculum, the SOAR project, lead by Department of Community Health, reduces the barriers and supports the application for Social Security Benefits for Michigan's disabled homeless.
Department of Human Services Emergency Services Program	**DHS ESP**	DHS general fund and TANF dollars designated for homeless services primarily sheltering. The dollars are managed through the Salvation Army and require HMIS participation.
Homeless Definition		**See Homeless Definition Crosswalk.** **Hearth defines 4 categories of homelessness.** Not all programs can serve all categories and some may utilize a different definition when delivering services. MSHMIS has adopted the HUD definition for counting the homeless. • Category 1: Literally Homeless • Category 2: Imminent Risk of Homelessness • Category 3: Homeless under other Federal Statute • Category 4: Fleeing/Attempting to Flee DV
Projects for Assistance in Transition from Homelessness	**PATH**	PATH is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) administered by the Michigan Department of Community Health. It provides services to mentally ill homeless people, primarily through street outreach, to link them to permanent community housing. This program has different reporting requirements than HUD funded programs and uses HMIS to collect this information.
Shelter Plus Care	**S+C**	Lead by the Michigan Department of Community Health, provides Permanent Supportive Housing to disabled persons throughout the State of Michigan and

		reports to the HMIS.
Housing Opportunities for Persons with AIDS	**HOPWA**	Lead by the Michigan Department of Community Health, provides housing assistance and related supportive services for persons with HIV/AIDs and family members who are homeless or at risk of homelessness. This program has different program reporting requirements than the other HUD funded programs in this document.
Housing Assessment and Resource Agencies	**HARAs**	Michigan has implemented HARA's across the state to serve as "single points of entry" for homeless persons. HARAs work with other service providers to insure that access to homeless resources is optimized and based on assessment of need.

Policy Disclaimers and Updates

Operating Procedures defined in this document represent the minimum standards of participation on MSHMIS and general "best practice" operation procedures. Local Lead Agencies in coordination with their CoCs may include additional standards.

Operation Standards in this document are not intended to supersede grant specific requirements and operating procedures as required by funding entities. Path, HOPWA and VA providers have operating rules specific to HHS and VA.

The MSHMIS Operating Policies and Procedures are updated routinely as HUD publishes additional guidance or as part of the annual review. Updates will be reviewed at the Monthly System Administrator Call-In and included the Meeting Minutes distribution email. To allow for evolution of compliance standards without re-issuing core agreements, updated policies supersede related policies in previously published Policies and Procedures or Agreements. Any changes from the previous year will be highlighted. A current copy of the Procedures may also be found on the MSHMIS WEB Site www.mihomeless.org .

Agreements, Certifications, Licenses and Disclaimers:

1) All CoCs participating on the MSHMIS must sign a **Joint Governance Charter** that designates the use of a the Michigan Statewide HMIS Vendor and identifies the Michigan Coalition Against Homelessness as the Statewide Lead Agency for administration of the statewide database. Each Jurisdiction will also identify a local Lead Agency that coordinates with the Statewide Agency and is responsible for specific tasks. The Charter supports the ability for multiple jurisdictions to participate on a single HMIS information system.

2) All Agencies must have all User Agreements and Training Certifications on file as well as agency related Participation Agreements and documentation?

3) All Agencies must have fully executed and be in compliance with the following Agreements and Policies:
   a) Administrative QSOBAA governing administrative access to the System.
   b) Participation Agreement governing the basic operating principals of the System and rules of membership.
   c) Sharing QSOBAA's (if applicable) governing the nature of the sharing and the re-release of data.
   d) A board certified Confidentiality Policy governing the over Privacy and Security standards for the Agency.
   e) User Agreement and Code of Ethics governing the individual's participation in the System.

4) Agencies must have an assigned Agency Administrator. The Agency Administrator has completed
   a) Workflow and provider page training (and have documentation of training)
   b) All users have signed User Agreements/Code of Ethics documents on file
   c) All Users have refreshed Privacy Training since moving to ServicePoint 5.x (June 2011 or later) and Privacy Training is refreshed thereafter annually. Successful completion of the Certification Questionnaire is required for Privacy Training.
   d) All users have completed workflow training and related updates and have documentation of training. Further, Agencies must have users certified by completing the associated Certification Questionnaire and returning it to MCAH.

Privacy and Security Plan:

All records entered into the HMIS and downloaded from the HMIS are required to be kept in a confidential and secure manner.

Oversight:

1) All Agencies (HMIS Lead Agencies and CHOs) must assign a Security Officer. The Security Officer:
   a) Insures that all staff using the System complete annual privacy & security training. Training must be provided by MSHMIS Certified Trainers and based on the MSHMIS Privacy/Security Training Curriculums.

b) Conducts an annual security review of the agency that includes reviewing compliance with the Privacy and Security sections of this document. The Agency must document the findings of the review on the Privacy and Security Checklist (see 2012 Site Assessment Template)..
c) Insures the removal licenses to the HMIS when a staff person leaves the organization or revision of the user's access level as job responsibilities change.
d) Reports any security or privacy incidents to the local Lead HMIS System Administrator for the CoC Jurisdiction. The System Administrator investigates the incident including running applicable audit reports. If the System Administrator and Security Officer determine that a breach has occurred and/or the staff involved violated privacy or security guidelines, the System Administrator will report to the chair of the CoC. A Corrective Action Plan will be implemented. Components of the Plan must include at minimum supervision and retraining. It may also include removal of HMIS license, client notification if a breach has occurred, and any appropriate legal action.

2) Criminal background checks must be completed on all Security Officers and System Administrators.
3) The HMIS Lead Agency conducts routine audits to insure compliance with the Operating Policies and Procedures. The audit will include a mix of system and on-site reviews. The Lead Agency Uses the 2012 Site Assessment Template (Checklist) to guide the inspection and make recommendations for correction.

Privacy:

1) All Agencies are required to have the **HUD Public Notice** posted and visible to clients where information is collected. See Appendix A for link to the Notice.
2) All Agencies must have a **Privacy Notice**. They may adopt the MSHMIS sample notice or integrate MSHMIS into their existing Notice. See Appendix A for a link to the sample Notice with required sections highlighted. All Privacy Notices must define the uses and disclosures of data collected on HMIS including:
   a) The purpose for collection of client information.
   b) A brief description of policies & procedures governing privacy including protections for vulnerable populations.
   c) Data collection, use and purpose limitations. The Uses of Data must include de-identified data.
   d) The client right to copy/inspect/correct their record
   e) The client complaint procedure
   f) Notice to the consumer that the Privacy Notice may be updated overtime and applies to all client information held by the Agency.

3) All Notices must be posted on the Agencies WEB Site.

4) All Agencies are required to have a **Privacy Policy**. Agencies may elect to use the Sample Privacy Policy provided by MSHMIS. See Appendix A for link. All Privacy Policies must include:

   a) Procedures defined in the Agencies Privacy Notice
   b) Protections afforded those with increased privacy risks such as protections for victims of domestic violence, dating violence, sexual assault, and stalking. Protection include at minimum:
      i) Closing of the profile search screen so that only the serving agency may see the record.
      ii) The right to refuse sharing if the agency has established an external sharing plan.
      iii) The right to be entered under an Un-Named Record Protocol where identifying information is not recorded in the System and the record is located through a randomly generated number (note: this interface does allow for unduplication because the components of the Unique Client Id are generated)
      iv) The right to have a record marked as inactive.
      v) The right to remove their record from the System.
   c) Security of hard copy files
   d) Policy covers client data generated from the HMIS
   e) Client Information Storage and Disposal
   f) Remote Access and Usage
   g) Use of Portable Storage (Significant Security Risk)

5) Agencies must protect **hard copy data** that includes client identifying information from unauthorized viewing or access?
   a) Client files are locked in a drawer/file cabinet
   b) Offices that contain files are locked when not occupied.
   c) Files are not left visible for unauthorized individuals.

6) Agency provides a **Privacy Script** to all staff charged with explaining privacy to standardize the explanation of agency privacy rules. The Script must:
   a) Developed by the Agency Leadership to reflect the agencies sharing agreements and the level of risk associated with the type of data the Agency collects and shares.
   b) The Script should be appropriate to the general education / literacy level of the Agencies clients.
   c) A copy of the Script should be available to clients as they complete the intake interview.

7) Agencies that plan to share information through the System must sign a **Sharing QSOBAA** (Qualified Services Organization Business Associates Agreement).
   a) The Agreement proscribes the re-release of information shared under the terms of the Agreement.
   b) The Agreement specifies what is shared with whom.
   c) Agencies may share different thing with different partners and may sign multiple Sharing QSOBAAs to define the layered practice.
   d) The signatories on the Agreement include authorized representatives from all Agencies covered by the Agreement.
   e) All members of a Sharing QSOBAA are informed that by sharing the electronic record they are creating a common record that can impact the data reflected on Reports. Members of the sharing group agree to negotiate data conflicts.
   f) No Agency may be added to the Agreement without the approval of all other participating agencies.
      i) Documentation of that approval must be available for review and may include such items as meeting minutes, email response or other written documentation.
   g) When a new member is added to the Sharing QSOBAA, the related Visibility Group is end-dated and a new Visibility Group is begun. **A new member may not be added to an existing Visibility Group.**

8) Agencies must have appropriate **Release(s) of Information** that are consistent with the type of data the agency plans to share.
   a) The Agency has adopted the MSHMIS basic Release of Information appropriate to their sharing practice to share basic demographic and transaction information.
   b) If the Agency integrates the MSHMIS Release into their existing Releases, the Release must include the following components:

i) A brief description of MSHMIS including a summary of the HUD Public Notice.
ii) A specific description of the Client Profile Search Screen and an opportunity for the client to request that the Screen be closed.
iii) A description of the Agencies sharing partners (if any) and a description of what is share, and must reflect items negotiated in the Agencies Sharing QSOBAA.
iv) A negotiated end date on the release.
v) Inter-Agency sharing must be accompanied by the negotiation of a Sharing QSOBAA.

c) A HIPAA compliant **Authorization to Release Confidential Information** is also required if the planned sharing includes any of the following:
i) Progress Notes
ii) Information or referral for health, mental health, HIV/AIDs, substance abuse, or domestic violence.

9) An **automated ROI** is required to enable the sharing of any particular client's information between any Provider Pages on the System.
i) Agencies should establish internal sharing by creating a Visibility Group(s) that includes all Agency provider pages where sharing is planned and allowed by law.
(1) **Internal sharing** does not require a Client Release of Information unless otherwise specified by law.
(2) If new provider pages are added to the Agency tree, they may be included in the existing Visibility Group. The information available to that Provider Page will include all information covered by the Visibility Group from the beginning date of the Group – sharing will be retrospective.
ii) Agencies may elect to share information with other Agencies – **External Sharing** - by negotiating a Sharing QSOBAA (see 7 above).
(1) A signed and dated Client Release of Information(s) must be stored in the Client Record (paper or scanned onto the System) for all Automated ROIs that release data between different agencies – external sharing.
(2) To prevent retrospective sharing, a new Visibility Group is constructed whenever a new sharing partner is added to the agencies existing sharing plan / QSOBAA.

10) The Agency must have a procedure to assist clients that are hearing impaired or do not speak English as a primary language. For example:

a) Provisions for Braille or audio
b) Available in multiple languages
c) Available in large print

11) **Agencies are required to maintain a culture that supports privacy.**
  a) Staff do not discuss client information in the presence of others without a need to know.
  b) Staff eliminate unique client identifiers before releasing data to the public
  c) The Agency configures workspaces for intake that supports privacy of client interaction and data entry
  d) User accounts and passwords are not shared between users, or visible for others to see
  e) Program staff are educated to not save reports with client identifying data on portable media as evidenced through written training procedures or meeting minutes.
  f) Staff are trained regarding use of email communication.

12) All staff using the System must complete Privacy and Security Training annually. Certificates documenting completion of training must be stored for review upon audit.
13) Victim Service Providers are precluded from entering client level data on the HMIS or providing client identified data to the HMIS. These providers will maintain a comparable database to respond to grant contracts.

Data Security:
1) All licensed Users of the System must be assigned **Access Levels** that are consistent with their job responsibilities and their business "need to know".

2) All computers have **virus protection with automatic updates.**

a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to insure:
   i) The Anti-Virus Software is using the up-to-date virus database.
   ii) That updates are automatic.
   iii) OS Updates are also run regularly.

3) All computers are protected by a Firewall.
   a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to insure:
      i) For Single Computers, the Software and Version is current.
      ii) For Network Computers, the Firewall Model and Version is current.
      iii) That updates are automatic.

4) Physical access to computers that connect to the HMIS is controlled.
   a) All workstations in secured locations (locked offices).
   b) Workstations are logged off when not manned.
   c) All workstations are password protected.
   d) **All HMIS Users are proscribed from using a computer that is available to the public or from access the System from a public location through an internet connect that is not secured.** That is staff are not allowed to use Internet Cafes, Libraries, Airport Wifi or other non-secure internet connections.

5) A plan for remote access if staff will be using the MSHMIS System outside of the office such as doing entry from home. Concerns addressed in this plan should include the privacy surrounding the off-site entry.
   a) The computer and environment of entry must meet all the standards defined above.
   b) Downloads from the computer may not include client identifying information.
   c) Staff must use an agency-owned computer.
   d) System access settings should reflect the job responsibilities of the person using the System. Certain Access levels do not allow for downloads.

Remember that your information security is never better than the trustworthiness of the staff you license to use the System. The data at risk is your own and that of your sharing partners. If an accidental or purposeful breach occurs, you are required to notify MCAH. A full accounting of access to the record can be completed.

Disaster Recovery Plan:

The HMIS can be a critically important tool in the response to catastrophic events. The HMIS data is housed in a secure server bank in Shreveport, LA with nightly off-site backup. The solution means that data is immediately available via Internet connection if the catastrophe is in Michigan and can be restored within 4 hours if the catastrophe is in Louisiana.

1) HMIS Data System (see "Bowman Systems Securing Client Data" for a detailed description of data security and Bowman's Disaster Response Plan):
   a) MSHMIS is required to maintain the highest level disaster recovery service by contracting with Bowman Systems for Premium Disaster Recovery that includes:
      i) Off site, out-of state, on a different Internet provider and on a separate electrical grid backups of the application server via a secured Virtual Private Network (VPN) connection.
      ii) Near-Instantaneous backups of application site (no files older than 5 minutes)
      iii) Nightly off site replication of database in case of a primary data center failure.
      iv) Priority level response (ensures downtime will not exceed 4 hours).
2) HMIS Lead Agencies:
   a) HMIS Lead Agencies are required to back-up internal management data system's nightly.
   b) Data back-ups will include a solution for off-site storage for internal data systems.
3) Communication between staff of the Lead Agency, the CoC, and the Agencies in the event of a disaster is a shared responsibility and will be based on location and type of disaster.
   a) Agency Emergency Protocols must include:
      i) Emergency contact information including the names / organizations and numbers of local responders and key internal organization staff., designated representative of the CoCs, local HMIS Lead Agency, and the MSHMIS Project Director.
      ii) Persons responsible for notification and the timeline of notification.
   b) In the event of System Failure:

i) The MSHMIS Project Director or designee will notify all participating CoCs and local System Administrators should a disaster occur at Bowman System's or in the MSHMIS Administrative Offices. Notification will include a description of the recovery plan related time lines. Local/assigned System Administrators are responsible for notifying Agencies.

ii) After business hours, MSHMIS staff report System Failures to Bowman System using the Emergency Contact protocol. An email is also launched to local System Administrators and Emergency Shelter designated staff no later than one hour following identification of the failure.

c) MSHMIS Project Director or designated staff will notify the HMIS Vendor if additional database services are required.

4) In the event of a local disaster:

a) MSHMIS in partnership with the local Lead Agency will provide access to additional hardware and user licenses to allow the CHO(s) to reconnect to the database as soon as possible.

b) MSHMIS in collaboration with the local Lead Agencies will also provide information to local responders as required by law and within best practice guidelines.

c) MSHMIS in collaboration with the local Lead Agencies will also provide access to organizations charged with crisis response within the privacy guidelines of the system and as allowed by law.

System Administration and Data Quality Plan:

1) **Provider Page Set-Up:**

a) Provider Page are appropriately named per the MSHMIS naming standards **<agency name>, <location>, <program>, <project/funding>.** Example: "The Salvation Army, Delta, Hotel Voucher Program, ESG, ESP". Identification of funding stream is critical to completing required reporting to funding organization.

b) Inactive Provider Pages are properly identified with "XXX Closed"> followed by the year of the last program entry >Provider Page Name.

c) HUD Data Standards are fully completed on all Provider Pages:

i) CoC code is correctly set

ii) Program type codes are correctly set

iii) Geocodes are set correctly

iv) Bed and Unit Inventories are set for applicable residential programs.

d) All Agency Administrators and System Administrators must complete Provider Page Training. Set-up instruction is offered for System 5 by Funding Stream / Program type.

2) **Data Quality Plan:**

a) Agencies must require documentation at intake of the homeless status of consumers according to the reporting and eligibility guidelines issued by HUD. The "order of priority" for obtaining evidence of homeless status are (1) third party documentation, (2) worker observations, and certification from the person. Lack of third party documentation may not be used to refuse emergency shelter, outreach or domestic violence services. Local CoCs may designate the local HARA's to establish the homeless designation and maintain related documentation.

b) 100% of the Clients must be entered into the System within 15 days of Intake.

c) All staff are required to be trained on the definition of Homelessness.[1]

i) MSHMIS providers a Homeless Definition Cross-Walk to support agency level training.

ii) Documentation of training must be available for audit.

iii) There is congruity between the following MSHMIS case record responses, based on the applicable homeless definition: (Is Client Homeless, Housing Status and Prior Living Situation are being properly completed).

d) Agency has a process to ensure the First and Last Names are spelled properly and the DOB is accurate.

i) An ID is requested at intake to support proper spelling of the clients name as well as the recording of the DOB.

ii) If no ID is available, staff request the legal spelling of the person's name.

iii) Programs that serve the chronic and higher risk populations are encouraged to use the Scan Card process within ServicePoint to improve un-duplication and to improve the efficiency of recording services.

iv) Data for clients with significant privacy needs may be entered under the "Un-Named Record" feature of the System. However, while identifiers are not stored using this feature, great care should be taken in creating the Un-Named Algorithm by carefully entering the first

[1] Specific instruction is available for PATH and HOPWA programs at www.dyns-services.com

and last name and the DOB. Names and ServicePoint Id #s Cross-Walks (that are required to find the record again) must be maintained off-line in a secure location.

e) Income and non-cash benefits are being updated at least annually and at exit

f) Agencies have an organized exit process that includes:

   i) Clients and staff are educated on the importance of planning and communicating regarding discharge. This is evidenced through staff meeting minutes or other training logs and records.

   ii) Discharge Destinations are properly mapped to the HUD Destination Categories.

      (1) MSHMIS provides a Destination Definition Document to support proper completion of exits (see Appendix A for link.

   iii) There is congruity between discharge destination and Housing Status at exit.

   iv) There is a procedure for communicating exit information to the person responsible for data entry.

g) Agency Administrator/Staff regularly run data quality reports.

   i) Report frequency should reflect the volume of data entered into the System. Frequency for funded programs will be governed by Grant Agreements, HUD reporting cycles, and local CoC Standards. However, higher volume programs such as shelters and services only programs must review and correct data at least monthly. Lower volume programs such as Transitional and Permanent Housing must review records at least quarterly.

   ii) The program entry and exit dates should be recorded upon program entry or exit of all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence before the participant leaves the shelter/housing program or the last day a service was provided.

   iii) Data quality screening and correction activities must include the following:

      (1) Missing or inaccurate information in (red) Universal Data Element Fields.

      (2) Un-exited clients using the Length of Stay and Un-exited Client Data Quality Reports.

      (3) Count reports for proper ratio of children to adults in families. (at least 1.25)

      (4) Provider Page Completion Reports with an Annual update of the HUD DATA Standard Elements.

h) CoCs and Agencies are required to review Outcome Performance Reports defined in the Shared Outcomes Matrix at least quarterly. Measures are adjusted by Program Type. The HMIS Lead Agency, in collaboration with the CoC Reports Committee or designated CQI Committee, establishes local benchmark targets. See Appendix A for links and "Setting Targets" training podcast.

i) MSHMIS publishes regional benchmarks on all defined measures annually (see Appendix A).

j) Agencies are expected to participate in the CoCs Continuous Quality Improvement Plan. See CQI materials designed to support Data Quality through Continuous Quality Improvement (see Appendix A).

3) Workflow Requirements:

a) Assessments set in the Provider Page Configuration are appropriate for the funding stream.

b) Users performing data entry have latest copies of the workflow guidance documents.

c) If using paper, the intake data collection forms correctly align with the workflow.

d) 100% of clients are entered into the system within 15 days of intake.

e) Agencies are actively monitoring program participation and exiting clients. Clients are exited within 30 days of last contact unless program guidelines specify otherwise.

f) All required program information is being collected. [2]

   i) All HMIS participants are required to enter at minimum the Universal Data Elements and if completing entry and exits, the Michigan Basic Exit Form.

   ii) Programs that serve over time are required to complete additional program elements as defined by the funding stream. If the Agency is not reporting to a funding stream, they are encouraged to use the Michigan Basic Entry and Exit forms.

g) Data sharing is properly configured for sharing information internally between programs, including use of visibility groups.

h) External data sharing aligns with any Sharing QSOBAA's including use of visibility groups

i) Visibility groups are managed appropriately (see Privacy 9).

4) Electronic Data Exchanges:

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[2] Path , HOPWA and VA programs use program entry forms that correspond to the data collection requirements of those programs. For Path and HOPWA, please contact www.dyns-services.com

a) Agencies electing to either import or export data from the MSHMIS must assure:
   i) The quality of data being loaded onto the System meets all the data quality standards listed in this policy including timeliness, completeness, and accuracy. In all cases, the importing organization must be able to successfully generate all required reports including but not limited to the APR and the Michigan Basic Counting Report.
   ii) Agencies exporting data from MSHMIS must certify the privacy and security rights promised participants on the HMIS are met on the destination System. If the destination System operates under less restrictive rules, the client must be fully informed and approve the transfer during the intake process. The agency must have the ability to restrict transfers to those clients that approve the exchange.
b) MSHDA/ MCAH or your local CoC may elect to participate in de-identified research data sets to support research and planning.
   i) De-identification will involve the masking or removal of all identifying or potential identifying information such as the name, Unique Client ID, SS#, DOB, address, agency name, and agency location.
   ii) Geographic analysis will be restricted to prevent any data pools that are small enough to inadvertently identify a client by other characteristics or combination of characteristics.
   iii) Programs used to match and/or remove identifying information will not allow a re-identification process to occur. If retention of identifying information is maintained by a "trusted party" to allow for updates of an otherwise de-identified data set, the organization/person charged with retaining that data set will certify that they meet medical/behavior health security standards and that all identifiers are kept strictly confidential and separate from the de-identified data set.
   iv) CoCs will be provided a description of each Study being implemented. Agencies may opt out of the Study through a written notice to MCHA or the Study Owner.
c) MSHDA/ MCAH or your local CoC may elect to participate in identified research data sets to support research and planning.
   i) All identified research must be governed through an Institutional Research Board including requirements for client informed consent.
   ii) CoCs will be provided a description of each Study being implemented. Agencies may opt out of the Study through a written notice to MCHA or the Study Owner.

5) **Staff Training and Required Meetings:**
   a) All Users are recertified in Privacy Training Annually.
   b) All Users participate in Workflow Training and Training Updates for their assigned Workflows.

c) All Users are trained in Data Standard data element definitions.

d) All Agency Administrators participate in:

- i) Provider Page Set-Up Training
- ii) Workflow Training sponsored by the funding agency or MSHMIS
- iii) Reports Training
  - (1) Data Quality
  - (2) Progress Reporting
  - (3) Outcome Reporting
- iv) Other training specified by the CoC.
- **v) CoC Agency Administrator Meetings and Trainings**
- **vi) Agency specific User Meetings or preside over an HMIS specific topic during routine staff meetings.**
- **vii) A local Reports Committee that governs the publication of information as requested.**

e) All System Administrators participate in:

- i) All System Administrators are required to read and understand the HUD Data Standards that underpin the rules of the HMIS.
- ii) System Administrator Orientation
- iii) Provider Page Set-Up Training
- iv) Workflow Training sponsored by the funding agency or MSHMIS
- v) Reports Training
  - (1) Data Quality
  - (2) Progress Reporting
  - (3) Outcome Reporting
- vi) CQI Training
- vii) HUD Initiative Training (AHAR, PIT, APR, etc.)

viii) On Site and System Audits of Agency compliance of Date Privacy, Security and Oversight standards as well as item1 through 4 under System Administration and Data Quality.

ix) The Monthly System Administrator Call-In (3rd Wednesday of every Month at 1pm).

x) The CoC Reports Committee or CoC Meeting where data use and release is discussed.

xi) Michigan's Campaign to End Homelessness Work Groups and Regional Meetings as assigned.

Links to Documents referred to in this Policy

http://mihomeless.org/index.php/downloads/viewcategory/235-5-hud-definitional-files

- HUD Data Standards 2010
- HMIS Requirements Proposed Rules Federal Registered (Hearth)
- MSHMIS Homeless Definition Crosswalk
- HUD Homeless Definition Matrix
- Discharge Destination Guidance

http://mihomeless.org/index.php/downloads/contracts-agreements-policies

- Participation Agreement
- Administration QSOBAA
- Sharing QSBAA
- HMIS Operating Policies and Procedures
- Joint Governance Charter

http://mihomeless.org/index.php/downloads/privacy-resources-training

- Privacy and Security Recorded Training
- Privacy Certification Questionnaire
- HUD Public Notice
- User Agreement and Code of Ethics
- Privacy Script Suggestions
- Privacy Workflow
- Privacy Notice Sample (Grayed Sections Required) Updated
- MSHMIS Release of Information

- HIPAA compliant Authorization to Release Confidential Information
- Translated Notice for Spanish and Arabic

http://mihomeless.org/index.php/downloads/continuous-quality-improvement-cqi

- CQI Curriculums
- Outcomes Matrix (Michigan State)
- Various Outcomes Training Documents and Pod Casts
- CQI Products from Implementations

http://mihomeless.org/index.php/downloads/self-sufficiency-matrix/viewcategory/144-self-sufficiency-matrix

- Self Sufficiency Matrix Training Materials

http://mihomeless.org/index.php/downloads/3-workflows-and-grant-specific-documents

- All technical workflow and training documents and podcasts

http://mihomeless.org/index.php/downloads/system-admin-meetings

- Minutes from Required System Administrator Meetings (current year/recent)

Homeless Action Network of Detroit

FY2013 HUD Continuum of Care Funding Competition

Renewal Application

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the FY2013 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

This packet contains information about the process that will be used for the FY2013 funding competition. Currently funded Continuum of Care (CoC) projects – formerly called "SHP" or "S+C" – that will expire during calendar year 2014 must request renewal funding in the 2013 funding process.

The information presented here has been developed before the release of HUD's Notice of Funding Availability (NOFA). Therefore, the information presented here is subject to change depending upon the content of the NOFA.

All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

Applicants must note that all application materials are due to HAND by **4:00 PM on Friday, June 28, 2013.**

Table of Contents

2012 Continuum of Care Application

Application Score

As of May 31, 2013 HAND has not yet received its scores for the 2012 CoC application (formerly called Exhibit 1). Once these scores are received, they will be shared with the CoC.

2012 Renewal Projects

In two separate announcements in Spring 2013, HUD announced funding for renewal projects that submitted applications in the FY2012 Continuum of Care NOFA competition. On March 13, HUD announced funding awards for renewal projects that were included in the CoC's Tier 1 ranking and on May 2, HUD announced funding awards for renewal projects placed in the CoC's Tier 2 ranking. HAND is pleased to report that all of the Detroit CoC's renewal projects placed in Tiers 1 and 2 were funded for the 2012 Continuum of Care NOFA competition, for a total of $22,066,922.

2012 New Projects

The CoC submitted the following new project applications in the FY2012 competition:

Applicant Organization	Project Name	Project Type	Amount Requested
HAND	CoC Planning	CoC Planning	$150,260
HAND	Coord Assmn't	SSO	$200,000
Southwest Counseling Solutions	Intensive Case Mangm't for Chronically Homeless	PH	$360,000
Southwest Counseling Solutions	Youth Solutions	PH	$749,300
Detroit Central City CMH	HEARTH	PH	$521,439
NSO	FUSE II	PH	$521,714
Total New Project Requests (notification pending)			$2,502,713

As of June 3, 2013 no notice has been received from HUD on the status of these projects.

2013 CoC Renewal Application Timeline

The Continuum of Care Homeless Assistance NOFA has not been released by HUD; it is anticipated to be released in summer 2013. Therefore, the following dates and submission deadlines below are subject to change upon the release of the NOFA and the due date of the CoC Application (Exhibit 1). HAND will communicate any changes in dates via email.

The timeline below applies only to renewal projects. If applicable, a timeline for new projects will be developed separately.

Task	
May	
May 21	• Application timeline provided at HAND membership meeting
June	
By June 3	• HAND releases renewal project application
June 12	• HAND holds CoC Homeless Assistance Grants Meeting for renewal project applicants ○ Meeting will be held from 1:30 – 3:30 PM at The Salvation Army (16130 Northland Dr, Southfield, 48075) ○ **Attendance at this meeting is mandatory for projects seeking renewal funding in the 2013 competition**
June 28	• **Renewal Project Applications Due by 4:00 PM** ○ Applications must be delivered to HAND's offices at 1600 Porter, Detroit
July	
Early July (anticipated)	• HUD releases CoC NOFA
Early July	• Values & Priorities Committee has established short-term funding priorities for 2013 competition
Mid July	• Initial review/scoring completed & renewal applicants informed of initial project score, ranking, and appeals process
Mid/Late July	• Timeline and any applicable application process for new project applications may be developed, pending details to be given upon release of the NOFA
Late July	• Renewal application appeals due to HAND
August	
Early/Mid August	• Applicants informed of final renewal project scores and project ranking
Early/Mid August (anticipated)	• Project application (Exhibit 2) submissions in eSNAPS (includes initial submission, HAND review, feedback, amendments, and re-submissions as needed)
Late August/early September (anticipated)	• CoC Application (Exhibit 1) and Project Applications (Exhibit 2) applications submitted to HUD by HAND via e-snaps
TBD	
End of 2013 NOFA Process	• HAND solicits and reviews feedback and/or recommended changes based on 2013 local application process, and produces summary report of application process

Renewal Project Funding Ranking & Priorities

Renewal funding is not guaranteed. In the FY2013 competition, HAND anticipates the allocation of funding the Detroit CoC will receive from HUD will not be sufficient to fully renew all projects that are eligible for renewal funding. CoC projects that have current grant terms that will expire in calendar year 2014 are eligible to submit their application to HAND for renewal funding.

As with the FY2012 competition, HAND anticipates that due to a decrease in funding available, the CoC will be required to prioritize and rank renewal projects. To address this, HAND has assembled a "Values & Priorities" task force. This task force has two primary purposes. First, it will help develop the funding and ranking priorities for the FY2013 competition. Secondly, this task force will help to shape our community's programmatic and funding priorities for the longer-term.

Renewal Project Scoring Overview

All renewal projects will be scored based upon the following components. There are a total of 100 points possible.

	Scoring Component	Points Possible
#1	Mainstream Resources & Employment	15
#2	Housing Performance *See project-type specific soring for this component below*	40
#3	Financial Performance	15
#4	HMIS Participation	20
#5	Consumer Satisfaction	5
#6	CoC Participation	5
	Total Points Possible	**100**

Threshold: All CoC Projects must score at least 65 points (65%) to be considered for renewal funding.

<u>Scoring and Ranking</u>

All renewal projects must score at least 65 points in order to be considered for submission to HUD for funding. The placement of the project in the priority ranking, however, may be dependent upon factors in addition to the score earned. As explained above, the Values & Priorities task force will be shaping these ranking priorities for the FY2013 competition.

Component #1: Mainstream Resources & Employment
Value = 15 points total

a) Sources of Cash Income (7.5 pts)

Projects will be scored on the percentage of adult leavers with *one or more* sources of cash income. Information will be taken from APR question 25a2. The *higher* the percentage of people with one or more sources of cash income, the *higher* the score.

- 60% - 100%: 7.5 points
- 40% - 59%: 4 points
- Below 40%: 0 points

b) Sources of Non-Cash Income (7.5 pts)

Projects will be scored on the percentage of adult leavers with *one or more* sources of non-cash income. Information will be taken from APR question 26a2. The *higher* the percentage of adults leaving with one or more sources of non-cash income, the *higher* the score.

- 80% - 100%: 7.5 points
- 60% - 79%: 4 points
- Below 60%: 0 points

NON-SCORED QUESTION

One of HUD's main performance measures for *all* Continuum of Care projects is the percentage of clients who leave the program with employment income. This is a measure the Continuum of Care must report every year in its HUD Continuum of Care application. **Note that while an employment income question is not being scored in the 2013 competition, projects should expect that in future competitions, HAND may include a scored version of the question below:**

c) Earned Income

Projects will be scored on the percentage of adult leavers with earned income. Information will be taken from APR question 25a1. The *higher* the percentage of adults leaving with earned income, the *higher* the score.

Component #2: Housing Performance
Value = 40 points total

Permanent Housing (PH) Projects

a) Projects will be scored on the percentage of participants who remain in PH projects for more than 6 months. This information will be gathered from APR question 27.

- 85% – 100%: 30 points
- 77% – 84%: 20 points
- 60% – 76%: 10 points
- Below 60%: 0 points

b) Projects will be scored on the percentage of participants who exit the program to a permanent housing destination. This information will be gathered from APR questions 29a1 and 29a2.

- 85% – 100%: 10 points
- 77% – 84%: 5 points
- Below 77%: 0 points

Transitional Housing (TH) Projects and Safe Haven (SH) Projects

a) Projects will be scored on the percentage of participants who exit the program to a permanent housing destination. This information will be gathered from APR questions 29a1 and 29a2.

- 70% – 100%: 30 points
- 65% – 69%: 20 points
- 55% – 64%: 10 points
- Below 55%: 0 points

b) Projects will be scored on the percentage of participants who exit the program with a known destination. This information will be gathered from APR questions 29a1 and 29a2 (don't know and missing information).

- 90% – 100%: 10 points
- 80% – 89%: 5 points
- Below 80%: 0 points

Supportive Services Only (SSO) Projects:

a) Projects will be scored on the percentage of participants who exit the program to a positive housing destination. This information will be gathered from the HMIS ART Discharge Destination Report, which will be run by HAND's HMIS staff, for the project's APR year.

- 70% – 100%: 30 points
- 60% – 69%: 20 points
- 50% – 59%: 10 points
- Below 50%: 0 points

b) Projects will be scored on the average percentage of improvement in the four required Self-Sufficiency Matrix (SSM) domains (income, employment, housing, and life skills). This information will be gathered from an HMIS ART report, which will be run by HAND's HMIS staff, for the project's APR year.

- 25% or greater: 10 points
- 15% – 24%: 5 points
- Below 15%: 0 points

All Projects (Non-Scored, Optional Question)

Explanation of Performance Outcomes and Continuous Quality Improvement (optional question, not required)

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project's performance outcomes for the scored questions in Component #1: Project Performance and any steps the agency may be taking to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project's performance.

Component #3: Financial Performance

Value = 15 Points total

Financial performance will be monitored and scored based on the extent to which each project has expended its annual budgeted HUD grant during its most recently completed project year. Scoring will be based on the following formula:

- Expended 95% - 100% of grant funding: 15 points
- Expended 90% - 94% of grant funding: 8 points
- Expended less than 90% of grant funding: 0 points

Please note that any organization found to have less than 95% of their grant expended will also be required to provide an explanation of the situation to HAND and why some funds were recaptured. Depending upon the nature of the situation, the project or organization may be targeted for follow-up technical assistance. If HAND deems the nature of the recapture to be of significant concern, the project may not be submitted for renewal funding.

Component #4: HMIS Participation
Value = 20 Points total

Projects will be scored based on the project's participation in HMIS. The HMIS score is broken down into several sub-components, as follows. HAND staff will be generating the reports for questions c through g. Unless otherwise noted, HMIS reports will be run by HAND staff on or after July 1, 2013 using the following reporting dates: June 1, 2012 to May 31, 2013.

Sub-Component	Points	Note
a) Submission of an HMIS ART APR for the same timeframe as your most recently submitted APR to HUD.	2	• Applies to: Project being submitted for renewal funding
b) Data in ART APR is within 5% of the data in the APR submitted to HUD.	4	• Applies to: Project being submitted for renewal funding • Agencies are reminded that HUD's APR Guidebook states: "APRs should be generated from the data collected in your HMIS."
c) Attendance at majority of Agency Administrator meetings during August 2012 – May 2013.	2	
d) Completion of the Self-Sufficiency Matrix for at least 90% of all clients entering into the program.	4	• HAND requires that all programs complete the SSM for all clients using at least the following domains: Income, Housing, Employment and Life Skills • Applies to: Project being submitted for renewal funding
e) At least 90% of the Universal Data Elements (UDEs) in HMIS are complete (average of all UDEs).	4	• Applies to: Project being submitted for renewal funding
f) Number of clients in HMIS is not more than 105% or less than 65% of the number of clients on the Housing Inventory Chart for the AHAR Point-In-Time date of April 24, 2013.	4	• HAND staff will generate this report; organization does not need to submit anything additional • Applies to: Transitional Housing (TH), Save Haven (SH) or Permanent Housing (PH) projects

		• Includes former S+C projects
g) At least 80% of clients have a known location upon being exited from an SSO program.	4	• Applies to: SSO projects only
Total Points Possible	**20**	

NOTE: Organizations that score low on the HMIS component (10 or less points out of the possible 20 points) will be targeted for follow-up technical assistance to help remedy the deficiencies. These organizations must commit to working with HMIS staff to resolve the deficiencies identified.

Component #5: Consumer Satisfaction & Participation

Value = 5 Points total

Projects will be scored on their submission of the following items. These will be answered in narrative form in the application:

- Brief narrative statement of how the agency collects consumer feedback and satisfaction. Include the agency's frequency, method, and process for obtaining consumer feedback. (1 point)

- Brief narrative on how the agency responded to any consumer feedback (including negative or critical feedback) over the course of the past year. (2 points)

    - NOTE: HAND understands that in the course of this line of work, negative or critical feedback from consumers is not unusual, nor does it necessarily point to major program deficiencies. The score is not based on having no negative consumer feedback. Instead, it will be based on the manner in which the agency handles such feedback, takes seriously concerns raised by its consumers, and makes changes – as appropriate – in response to such feedback.

- Answer this question regarding consumer involvement in decision-making or other role within the organization:
    - Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following:
        - A position on the organization's Board of Directors
        - A peer counselor (or similar role)
        - A consumer-led tenant advisory council (or similar role)

_____ Yes (2 points)

If "yes", please briefly describe the nature of how the organization engages consumers or former consumers in the decision-making process or other role within the organization:

_____ No (0 points)

Component #6: Continuum of Care Participation

Value = 5 Points total

a) Organization participated in the January 2013 Point-in-Time Count through at least one of the following:

- By having a team on the street during the street count (night of Jan 29) OR
- By having a team participate in a next-day interview shift on either Jan 30, 31, or Feb 1

Yes = 2 pts
No = 0 pts

b) A maximum of 3 points are available for an agency's participation in the Continuum of Care meetings (also called HAND's membership meetings) during the time period of July 2012 to May 2013 (6 meetings total), based on the following scale:

- Organization represented at 5 or more meetings: 3 points
- Organization represented at 3 - 4 meetings: 2 points
- Organization represented at 2 meetings: 1 point
- Organization represented at 1 or fewer meetings: 0 points

Changes in Scoring From 2012 to 2013

HAND has not released a draft application for comment because the changes made to the application from 2012 to 2013 were very minor. The changes made are:

1) In the 2012 application, Component #1 included both questions regarding people leaving a program with income or mainstream resources and the program-specific housing component. For greater ease in reviewing information, these items have been separated into two components, Component #1: Mainstream Resources & Employment and Component #2: Housing Performance.

2) Permanent Supportive Housing programs are scored on the rate to which people are maintained in the program for at least 6 months. In 2013, this rate will be calculated by excluding from calculations persons who were still in the program at the end of the project term, but had been in the program for less than 6 months. In 2012 these persons were included in the calculations.

3) Component #3: Financial Performance, asks for information that HAND typically receives directly from the HUD Field Office. This year, organizations are required to report this information on their application.

4) Component #6: CoC Participation, awards points for participation in the January 2013 point-in-time count, as well as points for attendance at the bi-monthly HAND meetings.

CoC Renewal Project Threshold Score & Reallocation

In 2013, HAND will continue a scoring threshold for all CoC renewal projects. **All CoC renewal projects must score at least 65 points (65% of 100) to be renewed for funding.** Projects that score less than 65 points may not be submitted to HUD for funding, depending on the outcome of the appeals process (described below). These dollars may be reallocated competitively to a new project, depending upon the total amount of funds available and the funding and ranking priorities that will be developed by the Values and Funding Priorities task force.

Organizations should note that this threshold now also applies to projects that were formerly called "Shelter + Care" (S+C). In the past, CoCs could not reallocate S+C funding. Under the new HEARTH Regulations, however, these projects now fall under the CoC Program Rule and are able to be reallocated like the former SHP projects. Therefore, these projects will be subject to the scoring threshold.

Appeals Process

An appeals process will be available for renewal projects that do not pass the scoring threshold (65 points). Details on the appeals process may be found in HAND's Appeals Policy.

Organizations that are eligible to submit an appeal will receive greater details from HAND on deadlines for submitting an appeal, as well as how to submit and the content of the submission. The following should be noted:

- Organizations that are eligible to submit an appeal, will need to appeal based on a factor other than that the organization had initially submitted incorrect data to HAND.
- A separate appeals committee will review the appeals, and make a recommendation to HAND's Board of Directors whether the project should still be considered for submission to HUD.
- If an appeal is granted, the project will still be subject to ranking priorities.

APR Instructions for Youth Serving Organizations

Organizations that serve as one of their target populations people who are below the age of 18 are required to submit an additional ART APR to HAND. These organizations are required to submit an APR from ART for the same time frame as their most recently completed grant year, however, <u>when running the report the organization should change the legal age from "18" to "13".</u> Doing so will allow HAND to have a more accurate picture of the outcomes of the individuals who left the program during the program year.

This requirement applies to the following organizations/programs:

- Alternatives for Girls
- Catholic Social Services of Wayne County TIPS I and II
- Catholic Social Services of Wayne County Teen Empowerment Program

- Detroit Rescue Mission Ministries Teen Mom Program

HAND will use the data from this APR when reviewing program performance. HAND is making this accommodation for these youth-serving organizations in recognition that a number of clients under the age of 18 leave their programs, and ART only records in the APR the exit data for clients that are considered legal adults. Therefore, changing the legal age to 13 should more accurately reflect the disposition of all people who left the program, not just those ages 18 or older.

NOTE: Running the APR with this modified age is only for the purposes of this application. When submitting the APR to HUD, the legal age should be kept at "18".

For additional assistance on how to run these APRs, the above mentioned providers are encouraged to contact Andrea Kuhn at andrea@handetroit.org, 313-964-3666 x4205 or Selwin O'Neal at selwin@handetroit.org, 313-964-3666 x4204.

Required Annual Performance Reports (APRs)

Organizations are reminded that all APRs are now submitted only via eSNAPS, and must be submitted within 90 days of the completion of the operating year.

- Note for renewal projects with a grant term ending in April or May 2013: Renewal projects with a grant term ending in April or May 2013, should submit their 2012-2013 grant year APR. Although these projects' APRs may not be due to HUD until July or August 2013, HAND is requesting these projects submit their APRs as early as possible to HUD, in order to use the most recent data in the 2013 renewal application process. If these projects cannot submit their APRs to HUD before the renewal project application is due to HAND (June 28), they will be required to submit an Unofficial APR to HAND at the time the 2013 renewal application is due and then the official APR once it is submitted to HUD.

Contact Amanda Sternberg or Amanda Carlisle if you have questions about which APR you should submit with the renewal project application.

New Project Funding

Due to anticipated reductions in the amount of funding to be available, HAND is not soliciting applications for new project funding at this time. If funding for new projects does become available, HAND will notify the CoC and solicit applications at that time.

Coordinated Assessment Model (CAM)

What is the CAM?

The Coordinated Assessment Model (CAM) is the critical next step for Detroit moving forward in professionalizing homeless service delivery. A community-based approach to delivering this service is in the best interest of people in our community experiencing a housing crisis and housing and homeless service providers.

Under the HEARTH Act legislation, all Continuums of Care (CoC) are required to establish a coordinated assessment system which is comprehensive, accessible, and standardized. It is a systemic approach to homeless programming that focuses on aligning the needs of households that are experiencing homelessness with the best program to address their needs.

Through the common assessment and coordinated access approach, households that are in need of homeless assistance are directed to a common access point where they are assessed using a common tool. Based on the thorough assessment, a coordinated referral is made to the most appropriate service provider.

What is the CAM Lead Agency?

The CAM Lead Agency will be the responsible entity to begin implementation of the coordinated assessment and referral process for Detroit's homeless system, starting with the homelessness prevention, rapid re-housing, and emergency shelter sectors of the system and then expanding the process to transitional housing and permanent housing programs at a later date. The CAM Lead Agency is being identified through a competitive application process. It is expected the Lead Agency will be announced by early June.

What will the CAM Lead Agency do?

The CAM Lead Agency will carry out three primary tasks:

1. Access: The CAM Lead Agency will provide a simple, streamlined point of access for homeless and housing services
2. Assess: Staff at the CAM Lead Agency will implement a common assessment to identify the best program for the person seeking services
3. Assign: Once the most appropriate program is identified, the CAM Lead Agency will assign (ie, refer) the person seeking services to the agency providing this program. Referrals will be handled in a way that helps to ensure the successful placement of the person.

How will people who are homeless or at risk of homelessness be served by the CAM?

People who are in need of housing services will access the CAM through a variety of means: by calling in, accessing a housing provider, or meeting with a CAM Lead Agency staff person at the program they are currently in. Because the CAM represents a significant change for our community, the CAM

Lead Agency will work with HAND to help communicate to the community and homeless services providers how services are to be accessed.

What is the CAM expected to achieve?

Ultimately, the CAM is expected to change the way in which homeless and housing services are accessed and delivered in our community. In the short term, the CAM is expected to realize the following goals:

- Greater accessibility to resources
- Standardized intakes and assessments
- Coordinated referrals
- Collaborative partnerships

In the longer term, the following goals are expected to be realized as a result of full implementation of the CAM:

- Enhanced diversion practices
- Reduced recidivism rates
- Reduction in the length of time a person is homeless
- People prevented from becoming homeless for the first time

What resources are expected to be connected to the CAM?

The CAM process will be used for various funding sources that support programs in the CoC. The funding sources that have currently identified roles and responsibilities for coordinated assessment include:

- *U.S. Department of Housing & Urban Development (HUD):* Continuum of Care funding
- *Michigan State Housing Development Authority (MSHDA):* Emergency Solutions Grant funding (ESG);
- *Michigan Department of Human Services (DHS):* Emergency Shelter Program (ESP); and,
- *City of Detroit:* Emergency Solutions Grant funding (ESG)

What has been the planning process thus far for the CAM?

Over the past year, HAND has been working and dialoguing with the City of Detroit, technical assistance providers, service providers, and other stakeholders (including MSHDA and DHS) in the planning and preparation for the implementation of CAM. These planning conversations will continue with all of these – and additional stakeholders – as we continue moving toward implementing the various phases of CAM. HAND also recognizes the need to have on-going dialogue with stakeholders as CAM is rolled out and areas requiring adjustment to the system or process are identified.

What is the expected timeline for implementing the CAM?

Phase 1 of the CAM is estimated to begin implementation in October 2013. Subsequent phases (2 through 4) will be implemented in a concurrent manner, with all phases being implemented by August 2014 at the latest.

HEARTH Act and CoC Program Interim Rule

In May 2009, President Obama signed into law the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act. The HEARTH Act is the first significant re-authorization of the McKinney-Vento Act in over 20 years.

The Continuum of Care Program Rules were released as interim rules in July 2012. Although the rules were released as "interim", they are currently in effect and they are the new regulations that currently govern all Continuum of Care programs.

Over the past year, HUD and its technical assistance providers have produced a significant amount of material on the regulations and the CoC program rule. Organizations may find the following websites helpful in finding resources related to HEARTH and the CoC Program Rule:

- www.hudhre.info (HUD's Homeless Resource Exchange)
- www.onecpd.info (HUD's clearinghouse for information on their Community Planning & Development programs, which includes CoC, ESG, and CDBG programs). Organizations are strongly encouraged to sign-up to receive HUD's listserv on the OneCPD site.
- www.endhomelessness.org (National Alliance to End Homelessness)
- www.usich.gov (U.S. Interagency Council on Homelessness)
- www.csh.org (CSH)

Electronic Submission: e-SNAPS

As in previous years, all Project Applications (formerly called Exhibit 2) will eventually be entered into e-SNAPS once HUD opens the FY2013 national NOFA competition. If there are new staff within your organization who need access to e-SNAPS, or who will be using e-SNAPS for the first time this year, HAND recommends reviewing the documents and guidance available on the e-SNAPS resources website. This website may be accessed at:

- http://esnaps.hudhre.info/ (note there is no "www" in this URL)

On this site, you will find guidance about how to:

- Add/Delete user from e-SNAPS (important if you will be having a new staff person access the system for the first time this year).
- How to obtain a DUNS number if your organization doesn't already have one.
- Additional guidance on navigating the e-SNAPS site.

It is important that you take the time to review the items on this site now, as there are some items (such as changing the Authorized Representative in e-SNAPS) that take time to complete if changes are needed.

Material Delivery

All applications and materials must be delivered to HAND to the Housing Resource Center (HRC) located at:

1600 Porter
Detroit, MI 48216

Applications may also be mailed to:
P.O. Box 3238
Highland Park, MI 48203

NOTE: If applications are mailed, applicants are responsible for ensuring the application arrives by the deadline (not just postmarked). Mailing of applications is not encouraged.

Emailed or faxed application packets will not be accepted.

All application materials are due by **4:00 PM on Friday, June 28, 2013.**

Contact Information

If you have questions or need further information, **please contact Amanda Sternberg** at amanda@handetroit.org or (313) 964-3666 ext. 4201 **or Amanda Carlisle** at amandacarlisle@handetroit.org or (313) 964-3666 ext. 4203.

2013 Renewal Project Application Coversheet

Applicant Organization's Name:
Project Sponsor's Organization Name (If different from Applicant):
Project Name:

Program Component Type	**Budget or Unit Request**
☐ Permanent Housing (PH) ☐ Formerly SHP ☐ Formerly S+C ☐ Transitional Housing (TH) ☐ Supportive Services Only (SSO) ☐ Safe Haven (SH)	Total Budget Request $______________________ Total Number of Units *(note: only applies to projects that have a leasing or rental assistance line item)* ________________________
If your program provides *rental assistance* (ie, was formerly an S+C program), identify the type of rental assistance this program provides: ☐ Tenant-Based (TBRA) ☐ Sponsor-Based (SBRA) ☐ Project-Based (PBRA)	

Submission Checklist

The following items must be submitted to HAND by **4:00 PM on Friday, June 28, 2013.** Only one copy of each item is needed.

Attachments Required for All Projects The following attachments are required for all projects. Unless indicated "if applicable", the attachment must be included with the application. Only one copy is needed. Items marked with an asterisk (*) are new for 2013.	
Attached (✓)	
	Renewal project application coversheet
	Completed Renewal Application (beginning on page 20 of this packet)
	Copy of most recent APR submitted to HUD via eSNAPS
	HMIS ART APR for same time frame as most recently submitted APR to HUD
	*Written program rules, if applicable
	*Written program eligibility criteria
	*Program waitlist polices & procedures, if applicable
	*Application for services or housing, if applicable
	*Signature Page *NOTE: Signature page requires affirmation that organization has completed, or will complete by 6/28/13, the Detroit CoC Provider Inventory Survey for all programs reporting in HMIS. Failure to complete this survey by 6/28/13 will result in an incomplete application, which may result in the application not being considered for renewal funding.*

Attachments Required for Some Projects Review this list and include the attachments that are pertinent to your project. Only one copy of each is needed. Items marked with an asterisk (*) are new for 2013.	
Attached (✓)	
For Youth Provider Agencies Only	
	HMIS APR for same time frame as that submitted to HUD, but run with "legal age" changed to 13
For Transitional Housing Providers Only (Part B)	
	*Program Lease or Occupancy Agreement, if applicable
For Projects monitored by HUD within last 3 years (Part H):	
	*Monitoring notification letter from HUD
	*Monitoring report
	*Any monitoring-related correspondence between organization and HUD
For Projects that had a significant change since the last funding approval (Part I):	
	*Written communication to HUD requesting the significant change
	*HUD's written approval of the change requested

HAND reserves the right to request additional project or organizational information at a later date if needed.

2013 Renewal Project Application

Part A: General Project Information

Value = not scored

Applicant Organization's Name:	
Project Applicant Address: Street: City: State: ZIP:	
Contact Person of Project Applicant Name: Title:	Phone Number: Fax Number: Email:
Project Name:	Expiring Grant Number:
Project Address: Street: City: State: ZIP: If project contains housing units, are these units: ☐ Leased? ☐ Owned? ☐ Check if project provides scattered-site leasing or rental assistance	
Project Sponsor's Organization Name (If different from Applicant): ☐ Check if Project Sponsor Organization is Same as Applicant	
Project Sponsor's Address Street: City: State: Zip:	
Contact Person of Project Sponsor Name: Title:	Phone Number: Fax Number: Email:

Part B: Project Description

Value = not scored

Provide a general description of the project. In the description, include the scope of the project, the target population to be served, number of units of housing to be provided (if applicable) and anticipated outcomes from the project. Maximum ½ page.

<u>Transitional Housing Projects Only</u>
Does your program require the participant to sign a lease or occupancy agreement?

☐ Yes ☐ No ☐ Unsure

If “yes”, provide copy a copy of this lease or occupancy agreement as an attachment.

Part C: Housing Type and Scale

Value = not scored

Complete the following fields related to the number of units, beds, and bedrooms for each housing type in the project. If your project has more than one housing type, copy this box as many times as needed to record all the housing type and scale for the project.

Note: If your project receives funding for leasing or rental assistance, the total number of units identified here must match the total number of units for which leasing or rental assistance is requested.

Housing Type:

☐ Barracks (Individuals and/or families sleep in a large room with multiple beds. Also includes mass shelters which are traditionally used in the ESG program)

☐ Dormitory, shared or private rooms (Individuals and/or families share sleeping rooms or have private rooms; persons share a common kitchen, common bathrooms, or both)

☐ Shared housing (Up to 8 individuals or 4 families share a self-contained housing unit)

☐ Clustered apartments (Each individual or family has a self-contained housing unit located within a building or complex that houses both persons with special needs – eg, homeless or formerly homeless, persons with substance abuse problems, persons with mental illnesses, or persons with HIV/AIDS – and persons without special needs)

☐ Scattered-Site apartments (including efficiencies) (Each individual or family has a self-contained apartment that is dispersed throughout the community)

☐ Single family homes/townhouses/duplexes(Each individual or family has a self-contained, single-family home/townhouse/duplex that is dispersed throughout the community)

Total for Selected Housing Type	
Units	
Beds	
Bedrooms	

Part D: Project Sub-Recipients

Value = not scored

If this project has sub-recipients, please complete the chart below. If the project does not have sub-recipients, skip to the next section. In general, this section will only apply to the State and County grantees which receive funds from HUD and sub-grant the funds to a non-profit organization.

Name of Sub-recipient Organization	Amount of Sub-Award
Total Sub-Awards	

(add additional rows if necessary)

Part E: Project Participants (Households)

Value = not scored

Instructions
*In each white field list the number of households or persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum occupancy and **not** the number served over the course of a year or grant term. Grey cells are not applicable and no information should be entered into them.*

Households: *This column is populated with Total Number of Households. Please note that these categories reflect the new CoC regulations under HEARTH.*

Households with at least One Adult and One Child: *Enter the total number of households with at least one adult and one child. To fall under this column and household type, there **must be at least one** person at or above 18 years of age and **at least one** person under the age of 18.*

Adult Households without Children: *Enter the total number of adult households without children. To fall under this column and household type, there **must be at least one** person at or above the age of 18, and **no** persons under the age of 18.*

Households with Only Children: *Enter the total number of households with only children. To fall under this column and household type, there **may not** be any persons at or above the age of 18, and **only** persons under the age of 18.*

Characteristics: *This column is populated with standard reporting categories determined by HUD. Please note that these categories have changed as of the implementation of HEARTH and the new CoC regulations. Most significantly, a new age range of 18 to 24 has been included to capture the expanded HUD definition of Youth as persons under the age of 25.*

Persons in Households with at least One Adult and One Child: *Enter the number of persons in households with at least one adult and one child for each demographic row. To all under this column and household type, there **must be at least one** person at or above the age of 18, and **at least one** person under the age of 18.*

Adult Persons in Households without Children: *Enter the number of persons in households without children for each demographic row. To fall under this column and household type, there **must be at least one** person at or above the age of 18, and **no** persons under the age of 18.*

Persons in Households with Only Children: *Enter the number of persons in households with only children for each demographic row. To fall under this column and households type, there **may not** be any persons at or above the age of 18, and **only** persons under the age of 18.*

Totals: *Complete the "Total" column by summing the numbers in the row as instructed.*

	Households	**HH with at least one adult and one child**	**Adult HHs without children**	**HH with only children**	**Total (sum across row)**
	Total Number of Households				
	Characteristics	**Persons in HH with at least one adult and one child**	**Adult persons in HHs without children**	**Persons in HH with only children**	
a	Disabled adults over 24				
b	Non-disabled adults over 24				
c	Disabled adults 18 – 24				
d	Non-disabled adults 18 – 24				
e	Accompanied disabled children under 18				
f	Accompanied non- disabled children under 18				
g	Unaccompanied disabled children under 18				
h	Unaccompanied non-disabled children under 18				
	TOTALS				
	Total Adults over age 24 (sum rows a +b)				
	Total Adults ages 18-24 (sum rows c+d)				
	Total Children Under 18 (sum rows e through h)				
	Total Persons (sum rows a through h)				

Part F: Project Participants (Sub-Populations)

Value = not scored

Instructions
In each white field list the number of persons served at maximum program capacity. The numbers here are intended to reflect a single point in time at maximum capacity and ***not*** *the number served over the course of a year or grant term. Dark grey cells are not applicable and light grey cells will be totaled automatically.*

Complete each of the following three charts according to their respective household types. For each household type included in Part E, applicants must fill in at least one cell on the corresponding chart on for Part F.

The first chart should include only persons in households with at least one adult and one child. To be listed on this chart, a person must be part of a household with ***at least one*** *person at or above the age of 18, and* ***at least one*** *person under the age of 18.*

The second chart should include only persons in adult households without children. To be listed on this chart, a person must be part of a household with ***at least one*** *person at or above the age of 18, and* ***no*** *persons under the age of 18.*

The third chart should include only persons in households with only children. To be listed on this chart, a person must be part of a household with ***no*** *persons at or above the age of 18, and* ***only*** *persons under the age of 18.*

Characteristics: *This column is populated with standard reporting categories determined by HUD. Please note that these categories have changed as of the implementation of HEARTH and the new CoC regulations. Most significantly, a new age range of 18 to 24 has been included to capture the expanded HUD definition of Youth as persons under the age of 25.*

Chronically Homeless Non-Veterans: *Enter the total number of persons* ***who meet*** *the HUD definition of chronically homeless* ***but who are not*** *veterans.*

Chronically Homeless Veterans: *Enter the total number of persons* ***who meet*** *the HUD definition of chronically homeless* ***and who are*** *veterans*

Non-Chronically Homeless Veterans: *Enter the total number of persons* ***who are*** *veterans* ***but who do not meet*** *the HUD definition of chronically homeless.*

Chronic Substance Abuse: *Enter the total number of persons who meet the definition for chronic substance abuse.*

Persons with HIV/AIDS: *Enter the total number of persons with HIV/AIDS*

Severely Mentally Ill: *Enter the total number of persons who meet the definition of severely mentally ill.*

Victims of Domestic Violence: *Enter the total number of persons who are victims of domestic violence.*

Persons in Households with At Least One Adult & One Child

Characteristics	Chronically Homeless Non-Vets	Chronically Homeless Vets	Non-Chronically Homeless Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18 – 24							
Non-disabled adults 18 – 24							
Accompanied disabled children under 18							
Accompanied non- disabled children under 18							

Persons in Households without Children

Characteristics	Chronically Homeless Non-Vets	Chronically Homeless Vets	Non-Chronically Homeless Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Disabled adults over 24							
Non-disabled adults over 24							
Disabled adults 18 – 24							
Non-disabled adults 18 – 24							

Persons in Households with Only Children

Characteristics	Chronically Homeless Non-Vets	Chronic Substance Abuse	HIV/AIDS	SMI	DV
Accompanied disabled children under 18					
Accompanied non- disabled children under 18					
Unaccompanied disabled children under 18					
Unaccompanied non-disabled children under 18					

Part G: Outreach for Participants

Value = not scored

Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations.

Note: this includes persons who ordinarily sleep in one of the places listed below but are spending a short time (30 consecutive days or less) in a jail, hospital, or other institution.

____% Persons who came from the street or other locations not meant for human habitation.
____% Persons who came from Emergency Shelters.
____% Persons who came from Safe Havens.
____% Persons in TH who came directly from the street or Emergency Shelters or Safe Havens.
____% Total of above percentages.

If the total is less than 100%, describe very specifically where the other persons you propose to serve would be coming from, and how these persons would meet the HUD homeless definition.
(1 paragraph)

Part H: HUD Monitoring Findings

Value = not scored
Any findings will require further review

Has this project been monitored by HUD within the last three years? (Since June 2010)

☐ Yes ☐ No

If "Yes," include the following as an attachment to your application:

☐ Monitoring notification letter from HUD
☐ Monitoring report
☐ Any monitoring-related correspondence between organization and HUD

Part I: Significant Project Changes

Value = not scored
Any changes noted may require additional review

Are there any significant changes in the project since the last funding approval?

☐ Yes ☐ No

If "yes" complete the chart below to describe the change:

	Previous	New
Indicate change in the number of persons served		
Indicate change in the number of units		
Indicate change in project site location		
Indicate change in target population		
Indicate change in the project sponsor		
Indicate change in the component type		
Indicate change in the grantee/applicant		
Indicate change in the number of beds		
Line item or cost category budget changes more than 10%		
Other (explain)________________________________		

If "yes", please provide as an attachment the following:

☐ Written communication to HUD requesting the significant change; AND
☐ HUD's written approval of the change requested

Part J: Project Budgets

Value = not scored

Select the costs for which renewal funding is being requested and then complete the required form. In general, these should be the activities for which your program is currently funded.

Select	Complete budget form…
	Leased Units
	Leased Structures
	Rental Assistance
	Operations
	Supportive Services

Leasing Vs Rental Assistance

- Leased Units or Leased Structures:
  - Grantees for leasing projects may be either non-profit organizations or a unit of government.
- Rental Assistance:
  - Grantees for leasing projects may only be a unit of government.
  - In general, these are the projects that used to be called “Shelter + Care”.

Please complete the appropriate chart.

LEASED UNITS BUDGET

Grantee may be either non-profit or unit of government.

Details on leasing costs are given in the CoC Program Interim Rule at §578.49.

Size of Units	**Number of Units**		**FMR** *(given for reference only)*	**HUD Paid Rent** *(may be equal to or less than FMR)*		**# of Months**		**Total Request**
0 Bedroom		x	$495		X HUD Paid Rent	12	=	$
1 Bedroom		x	$629		X HUD Paid Rent	12	=	$
2 Bedrooms		x	$821		X HUD Paid Rent	12	=	$
3 Bedrooms		x	$1,095		X HUD Paid Rent	12	=	$
4 Bedrooms		x	$1,196		X HUD Paid Rent	12	=	$
5 Bedrooms		x	$1,375		X HUD Paid Rent	12	=	$
6 Bedrooms		x	$1,554		X HUD Paid Rent	12	=	$
Totals:								$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

LEASED STRUCTURES BUDGET

Grantee may be either non-profit or unit of government.
Details on leasing costs are given in the CoC Program Interim Rule at §578.49.

Structure Address				**HUD Paid Rent (per month)**		**# of Months** (all renewals 12 months)		**Total Request**
Street	City	ZIP	x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
			x		x	12	=	$
						TOTAL		$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

RENTAL ASSISTANCE BUDGET

Grantee may only be a unit of government.
Details on rental assistance costs are given in the CoC Program Interim Rule at §578.51.

Size of Units	Number of Units		FMR		# of Months (all renewals 12 months)		Total Request
0 Bedroom		x	$495	x	12	=	$
1 Bedroom		x	$629	x	12	=	$
2 Bedrooms		x	$821	x	12	=	$
3 Bedrooms		x	$1,095	x	12	=	$
4 Bedrooms		x	$1,196	x	12	=	$
5 Bedrooms		x	$1,375	x	12	=	$
6 Bedrooms		x	$1,554	x	12	=	$
Totals:							$

Note: The total number of units identified here must be the same as the total number of units in the project, as given in Part C: Housing Type & Scale.

SUPPORTIVE SERVICES BUDGET

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.53.

Eligible Costs	Quantity Description (limit 400 characters)	Amount Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
	Total Amount Requested:	

OPERATING BUDGET

Listed below are the only eligible supportive services costs. Details on these costs are given in the CoC Program Interim Rule at §578.55.

Eligible Costs	Quantity (limit 400 characters)	Amount Requested
1. Maintenance/Repair		
2. Property Taxes & Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, and Water		
6. Furniture		
7. Equipment (lease, buy)		
	Total Amount Requested:	

SUMMARY BUDGET

Complete this chart using the totals from the budget pages completed on the above pages. Then, following the calculations in the chart to determine totals and match requirements.

Line	Eligible Costs	Amount Requested		Match Requirement		
1	**Leased Units**					
2	**Leased Structures**					
3	**Rental Assistance**		x	25%	=	
4	**Supportive Services**		x	25%	=	
5	**Operations**		x	25%	=	
6	**Sub-Total Amount Requested** (sum lines 1 through 5)					
7	**Administrative Costs** (Up to 7.5% of line 6)		x	25%	=	
8	**Total Assistance + Admin Requested** (sum lines 6 and 7)					
9	**Total Match Requirement** (sum "cash match" column lines 3,4,5, and 7)					
10	**Cash Match Organization is Contributing**					
11	**In-Kind Match Organization is Contributing**					
12	**Total Match** (sum line 10 and 11; should be greater than or equal to line 9)					
13	**Total Budget** (sum line 8 and 12)					

Part K: Additional Program Support

Value = not scored

Using the chart below, please identify all sources of funding used to directly support this program. This will, at a minimum, include the amount of HUD CoC funding received for the program and the required match. It may also include additional sources of funding used to support this program. The purpose of this question is to understand the additional sources of funding used to support this program. This chart should not reflect any in-kind support the program may receive. Please identify the sources by name (ex, “City of Detroit CDBG”, “State of Michigan ESG”, “Kresge Foundation”, etc.).

Total Program Budget:	**$**	Source used as match for this program?
Sources of Funding	**Amount**	
HUD CoC funding (this request)	$	N/A
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
Total All Sources of Funding:	**$**	

(add additional rows as necessary)

Part L: Enrollment & Participation in Mainstream Resources

Value = not scored

Complete the following questions. The information given in this section is not scored, nor will any response given here influence the overall scoring of this project application. The information requested here is being asked because the CoC is required to respond to these questions in the CoC Application. HAND will compile all answers into one composite answer.

For the purposes of these questions, “mainstream benefits” refers to benefits such as SSI, SSDI, food stamps, Medicaid, TANF, veteran's benefits, etc.

<u>Question #1</u>
Does your organization have case managers who systematically assist clients in completing applications for mainstream benefits?

☐ Yes ☐ No

If “yes”, provide a brief description of how this service is generally provided: *(max 1 paragraph)*

<u>Question #2</u>
Does your organization provide transportation assistance to clients to attend mainstream benefits appointments, employment training, or jobs:

☐ Yes ☐ No

<u>Question #3</u>
Does your organization use a single form for four or more mainstream programs?

☐ Yes ☐ No

If "yes", please indicate for which mainstream programs the form applies:

<u>Question #4</u>
Does your organization have staff systematically follow-up to ensure mainstream benefits are received?

☐ Yes ☐ No

If "yes", provide a brief description of this follow-up process: *(max 1 paragraph)*

Part M: Educational Assurances

Value = not scored

The information given in this section is not scored. The information requested here is being asked because the CoC is required to respond to these questions in the CoC Application. HAND will compile all answers into one composite answer. Project applicants may also need to answer questions similar to these in their applications to HUD.

<u>Question #1:</u>
Does this project have policies and practices that are consistent with, and do not restrict the exercise of rights provided by the McKinney-Vento Act, and other laws related to the provision of educational and related services to individuals and families experiencing homelessness?

☐ Does not apply – this project does not serve families with school-age children
☐ No/Unsure
☐ Yes

If "yes", please describe these policies and practices:

Question #2:

Does this project have a staff person who ensures that children are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, Part C of the Individual with Disabilities Act, and McKinney-Vento education services.

☐ Does not apply – this project does not serve families with school-age children
☐ No/Unsure
☐ Yes

If "yes", please describe how this staff person(s) ensures children are enrolled in school and connected to appropriate services.

Part N: Serving Families with Older Children

Value = not scored

This question is asked for informational purposes only. While this is not currently a scored component, projects should note that under the HEARTH Act, compliance with this regulation is now required.

Does the project comply with Section 404 of the HEARTH Act as follows?

☐ Yes
☐ No/Unsure
☐ Does not apply – this project does not serve families

SEC. 404. PREVENTING INVOLUNTARY FAMILY SEPARATION.

(a) IN GENERAL.—After the expiration of the 2-year period that begins upon the date of the enactment of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, and except as provided in subsection (b), any project sponsor receiving funds under this title to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18 shall not deny admission to any family based on the age of any child under age 18.

(b) EXCEPTION.—Notwithstanding the requirement under subsection (a), project sponsors of transitional housing receiving funds under this title may target transitional housing resources to families with children of a specific age only if the project sponsor—

(1) Operates a transitional housing program that has a primary purpose of implementing an evidence-based practice that requires that housing units be targeted to families with children in a specific age group; and
(2) Provides such assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

Part O: APR Information

Value = not scored
Rationale given for late APR submissions to HUD will be reviewed; grantees should note that future funding competitions may deduct points from overall score for untimely submissions to HUD

Question #1:
Complete the box with the information requested. The project under review is the most recently complete project term as of June 1, 2013.

Project Term Under Review: ____________________ To ____________________
Operating Year Start Date (DD/MM/YY) — *Operating Year End Date (DD/MM/YY)**

Date APR submitted to HUD via eSNAPS: ____________________
Date (DD/MM/YY)

**end of project term should be either 2012 or 2013*

Question #2:
Was your APR submitted via eSNAPS to HUD within 90 days for the end of the project term?

☐ Yes ☐ No ☐ Unsure

If "no", please explain why the APR was not submitted to HUD in a timely fashion, and steps the grantee is taking to ensure timely submission in the future:

Part P: Continuous Quality Improvement Process (Optional)

Value = not scored

Responding to this question is optional.

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project's housing performance outcomes for the scored questions in Component #2: Housing Performance and any steps the agency may be taking to implement a continuous quality improvement program. While this question will NOT be scored, an explanation may be included to help reviewers understand any special circumstances that contributed to the project's performance.

Part Q: Financial Performance (Scored Component #3)
Value = 15 Points total

Question #1

Value = 15 points

Complete the chart and answer the questions below. Please note that HAND will be double-checking these figures against information received from the local HUD Field Office.

		A	B	C
Project Name	Project Grant Number	Total grant amount	Total amount drawn down from LOCCS as of 90 days after the end of the most recently completed project term	Percentage of funds expended: [(B/A) x 100]

Question #2

Value = Not Scored

If the percentage of funds expended (column C) is less than 95%, provide an explanation why not all funds were expended: *(max 1 paragraph)*

Question #3

Value = Not Scored

If this is a former Shelter + Care project, and less than 95% of the funds were expended (column C), answer the following:

Was an average of at least 90% of the number of contracted units occupied over the course of the last year? This may be calculated using the chart below.

☐ Yes ☐ No

If "no", provide an explanation as to why the project was under-leased and steps the grantee and/or project sponsors are taking to correct the situation.

Calculating Occupancy Rate (for former S+C projects)
To calculate the average number of units occupied during the past year, indicate the number of units occupied on each of the four given dates

	# of Units Occupied		# of Units Under Contract			Occupancy Rate
October 26, 2011		÷		X 100	=	
January 25, 2012		÷		X 100	=	
April 25, 2012		÷		X 100	=	
July 25, 2012		÷		X 100	=	
Sum four occupancy rates above						
Divide by 4						

Part R: Consumer Satisfaction & Participation (Scored Component #5)
Value = 5 Points total

Provide, in narrative format, responses to the following questions:

Question #1
Value = 1 point
How does your organization collect program participant feedback and satisfaction? Include the agency's frequency, method, and process for obtaining consumer feedback.
(maximum 1 page)

Question #2
Value = 2 points

What were the results of your agency's or program's most recent consumer satisfaction survey (including negative or critical feedback)?
- Did consumers report satisfaction with program and services?
- Did they identify items that should be changed? If so, how is the agency addressing this?

(maximum 1 page)

  - NOTE: HAND understands that in the course of this line of work, negative or critical feedback from consumers is not unusual, nor does it necessarily point to major program deficiencies. You will *not* be scored on the basis of having no negative consumer feedback. Instead, the score will be based on the manner in which the agency does handle such feedback, investigates any complaints, takes seriously concerns raised by its consumers, and makes changes – as appropriate – in response to such feedback.

Question #3

Value = yes: up to 2 points *no: 0 points*

Does the organization have a consumer(s) or former consumer(s) of its services involved in any of the following:

- A position on the organization's Board of Directors
- A peer counselor (or similar role)
- A consumer-led tenant advisory council (or similar role)

_____ Yes

If "yes", please briefly describe the nature of how the organization engages consumers or former consumers in the decision-making process or other role within the organization:

_____ No

Signature Page

This page is to be signed by the applicant organization's Executive Director.

My signature below affirms the following:

1) If awarded Continuum of Care funds by the U.S. Department of Housing and Urban Development, this project will comply with all program regulations as found in the Continuum of Care Program Interim Rule 24 CFR Part 578.

2) The organization will enter required program and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.

3) Earlier this year HAND requested surveys for each of my organization's programs that are participating in HMIS, regardless of their funding source. This request was as key initial step in updating Resource Point in HMIS and obtaining complete and accurate information on all programs in the continuum as we continue to prepare for Coordinated Assessment. By signing below, the organization affirms:

a) The organization has completed all required surveys; OR

b) The organization will complete all required surveys by June 28, 2013 with the understanding that this application for renewal funding will be considered <u>incomplete</u> if all surveys are not completed by June 28, 2013, which may result in the renewal application not being considered for funding.

4) The funded program will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of program being funded has been implemented.

5) The HMIS data submitted with this application (in both the APR submitted to HUD via eSNAPS and the APR produced from HMIS) is complete, accurate, and correct.

6) It is understood that, should this project be eligible for an appeal, no appeal may be made on the basis of having initially submitted incomplete, incorrect, or inaccurate data.

7) If the organization has not already remitted payment for its 2013 membership dues and/or assessment, this payment will be made by the time this application is input into the eSNAPS system, which is anticipated to be later in the summer of 2013.

Signed: ______________________________ Date: ____________

(Executive Director)

Name Printed: ______________________________

h.a.n.d.
Homeless Action Network of Detroit

2013 Detroit Ranking Policies and Official Ranking List for the HUD Continuum of Care (CoC) NOFA Competition

Developed on January 7, 2014 by the Values & Funding Priorities Task Force
Approved by the HAND Board of Directors on January 13, 2014

The Homeless Action Network of Detroit's (HAND) Board of Directors developed a task force, known as the Values & Funding Priorities Task Force (Task Force), to develop the FY2013 ranking policies for the HUD Continuum of Care Program competition NOFA. The Task Force is made up of HAND Board and staff members and other key representatives from the homeless service providers, government partners, and funder community.

The Task Force spent considerable time throughout summer 2013 reviewing CoC data, project performance information, and HUD communications to develop policies that would align with the Detroit CoC's 10-Year Plan to End Homelessness and HUD priorities. The Task Force met on January 7, 2014 to finalize its FY2013 ranking recommendations for the HAND Board of Directors. **On January 13, 2014, the HAND Board of Directors approved the official rankings policies for the 2013 HUD CoC NOFA competition.**

Please note, ranking policies are set on a *yearly* basis in accordance with the HUD CoC NOFA and may differ from year to year. These ranking policies are for the FY2013 HUD Continuum of Care NOFA process only.

Announcement of Ranking Policies and Ranking List

This document includes the final, approved ranking policies and the official ranking list for the FY2013 HUD Continuum of Care NOFA. The document will be made available to the public on January 17, 2014 on HAND's website at www.handetroit.org. Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, will receive an emailed copy of this document for their records.

Acceptance of Projects for Ranking

Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, should note that HAND is accepting all projects for admission (no project will be rejected from the CoC's priority ranking list).

HUD Tiers

This year HUD instructed CoCs to rank projects into two tiers in the event that the funding available is insufficient to fund all projects. While HUD has stated they believe they have enough funding to cover projects placed in Tier 1, Tier 2 projects may be at risk of being defunded by HUD. HUD is recapturing unspent funds and there may be enough to cover some Tier 2 projects throughout the country. CoCs that score well in the national competition will have their Tier 2 projects funded before less-competitive CoCs.

Important Change to ARD and Tier 1 Amount

There has been one important change since the HAND Board of Directors approved the ranking policies. On January 16, 2014, HAND staff was notified by the HUD local office that the CoC's Coordinated Assessment SSO Renewal Project is not eligible for first-time renewal in 2014, due to the project's grant term. Therefore, the Coordinated Assessment SSO Renewal Project is not included on the 2013 ranking list even though the official policies, which were approved by the HAND Board of Directors, included it. As a result of removing this project, the Annual Renewal Demand (ARD) has decreased and the Tier 1 amount, which is calculated as ninety-five (95) percent of the ARD has been slightly reduced.

Detroit CoC's ARD & Tier 1 Amounts		
	Initial Amounts	**Revised Amounts (rev 1/16/14)**
Annual Renewal Demand	$24,879,410	$24,679,410
Tier 1 Amount	$23,635,440	$23,445,439

2013 Ranking Policies

Eligibility

To be eligible to be ranked by the Detroit CoC in the 2013 competition, all projects must meet the following criteria:

- Submit their completed renewal application to HAND by the June 28, 2013 deadline.
- Achieve the renewal project threshold score of 65%, outlined in the 2013 renewal project application, or receive a waiver from the Appeals Committee and HAND Board of Directors.
- Meet the HUD application deadlines set by HAND.
- Projects that were required by HAND to participate in technical assistance processes in previous competition years must be in compliance with all requirements in the projects' technical assistance plan.
- Meet all HUD eligibility criteria, as outlined in the 2013 CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.

2013 Detroit CoC Ranking Order

1. The CoC's infrastructure projects will be ranked first, in the following order:
    a. HMIS Renewal Project;
    b. CoC Coordinated Assessment SSO Renewal Project; and,
    c. Collaborative Applicant CoC Planning New grant

2. All other HUD CoC Renewal Projects will be ranked, in the following order:
    a. New Permanent Housing (PH) reallocation projects (two (2) new projects are being created by reallocating existing TH projects);
    b. Permanent Housing (PH) projects with no applicable performance data because they are first-time renewal projects, ranked by project's total application score *percentage*;
    c. Permanent Housing (PH) projects that have any beds exclusively designated for the chronically homeless (CH), ranked by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application;
    d. All other (PH) projects by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application, unless the project did not score at least a 88% on the part a performance;
    e. All Transitional Housing (TH), including Safe Haven (SH), and Supportive Services Only (SSO) projects AND any PH projects that scores less than 88% on the part a performance will be ranked together, by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application.

Additional Ranking Criteria

- Clarification: "Project-specific housing performance" refers to Component #2 of the local application.
- Tie-breakers for all of the above orders will be the *percentage* on the second half (part b) of their project-specific housing performance in the local application.
- A second tie-breaker, if needed, will be the project's total application score *percentage*.
- 2c states projects that have any beds exclusively designated for the chronically homeless (CH) will be ranked above other PH projects. CH designated beds must agree with data submitted to HUD in the 2013 Housing Inventory Chart (HIC).
- As outlined in 2e, SH project(s) will be ranked with TH projects.
- Tier 1 funds should be maximized. This means:

- If there are two (2) projects near the Tier 1/Tier 2 line and a project's budget, with a higher-performance percentage (project A), does not fit into Tier 1, it will be offered the opportunity to reduce its budget to stay within Tier 1 and maximize the CoC's Tier 1 funds.
- If the project A, above, decides it does not want to reduce its budget to stay within Tier 1, it may be jumped by a project with a lower-performance percentage (project B) if project B's budget fits completely within Tier 1.

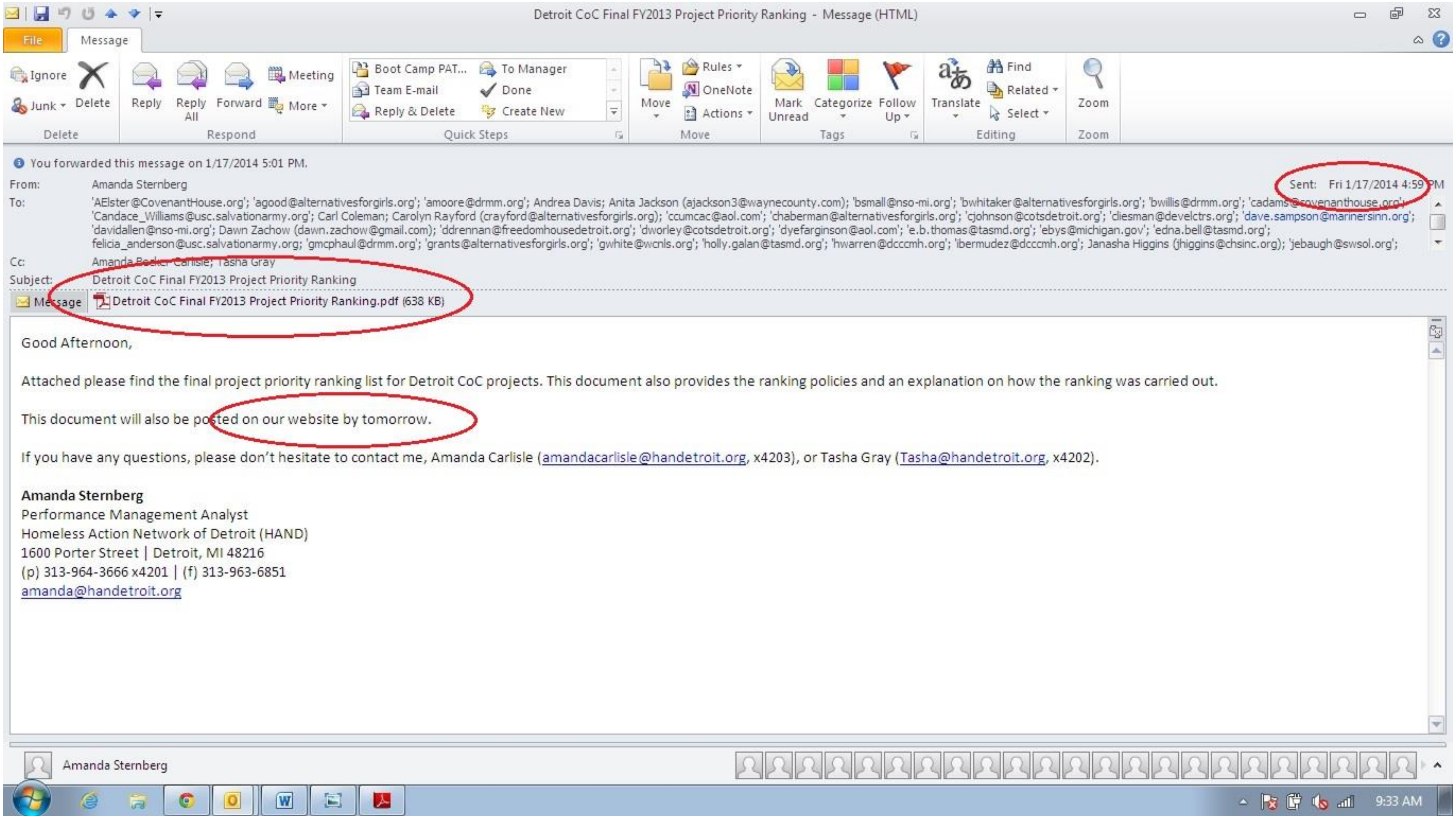
- If any projects, that are the sole provider of a certain type of service/housing in the Detroit CoC, fall within Tier 2, they will be moved up to Tier 1.
- SSO projects that may be considered out of compliance with the Continuum of Care Program July 2012 Interim Regulations will be ranked in accordance with the above ranking order; however, these projects are required to come into compliance with the regulations, by time of grant agreement or the next HUD application period, whichever comes first, unless otherwise stipulated by HUD in response to a waiver request.

MI-501 PSH Projects Dedicating Units to Chronically Homeless

Organization Name	Program Name	Number of Beds to be Dedicated to the Chronically Homeless	Percentage of Beds to be Dedicated to the Chronically Homeless
Cass Community Social Services	Brady Building	1	5%
Cass Community Social Services	Cass Apartments	2	5%
Coalition on Temporary Shelter (COTS)	Bursmeyer Manor	1	5%
Detroit Rescue Mission Ministries	Maranatha	4	5%
Detroit Rescue Mission Ministries	My Own Place	2	5%
Gateway Community Health	PSH	1	5%
Mariner's Inn	Extended Residency	1	5%
Neighborhood Service Organization (NSO)	Bell Building	5	5%
Neighborhood Service Organization (NSO)	HUD SHP	1	5%
Southwest Counseling Solutions	Springwells S+C	1	5%
	TOTAL BEDS	**18**	

Documentation of Public Notice of FY2013 Project Listing

The Detroit CoC Collaborative Applicant (the Homeless Action Network of Detroit) made public the final FY2013 HUD CoC Project Priority listing on Friday, January 17, 2014. This project listing was distributed via email to all CoC funded agencies on this date, as evidenced by this email message below:


Detroit CoC Final FY2013 Project Priority Ranking - Message (HTML)

You forwarded this message on 1/17/2014 5:01 PM.

From: Amanda Sternberg

Sent: Fri 1/17/2014 4:59 PM

To: 'AElster@CovenantHouse.org'; 'agood@alternativesforgirls.org'; 'amoore@drmm.org'; Andrea Davis; Anita Jackson (ajackson3@waynecounty.com); 'bsmall@nso-mi.org'; 'bwhitaker@alternativesforgirls.org'; 'bwillis@drmm.org'; 'cadams@covenanthouse.org'; 'Candace_Williams@usc.salvationarmy.org'; Carl Coleman; Carolyn Rayford (crayford@alternativesforgirls.org); 'ccumcac@aol.com'; 'chaberman@alternativesforgirls.org'; 'cjohnson@cotsdetroit.org'; 'cliesman@develctrs.org'; 'dave.sampson@marinersinn.org'; 'davidallen@nso-mi.org'; Dawn Zachow (dawn.zachow@gmail.com); 'ddrennan@freedomhousedetroit.org'; 'dworley@cotsdetroit.org'; 'dyefarginson@aol.com'; 'e.b.thomas@tasmd.org'; 'ebys@michigan.gov'; 'edna.bell@tasmd.org'; felicia_anderson@usc.salvationarmy.org; 'gmcphaul@drmm.org'; 'grants@alternativesforgirls.org'; 'gwhite@wcnls.org'; 'holly.galan@tasmd.org'; 'hwarren@dcccmh.org'; 'ibermudez@dcccmh.org'; Janasha Higgins (jhiggins@chsinc.org); 'jebaugh@swsol.org';

Cc: Amanda Becker Carlisle; Tasha Gray

Subject: Detroit CoC Final FY2013 Project Priority Ranking

Message | Detroit CoC Final FY2013 Project Priority Ranking.pdf (638 KB)

Good Afternoon,

Attached please find the final project priority ranking list for Detroit CoC projects. This document also provides the ranking policies and an explanation on how the ranking was carried out.

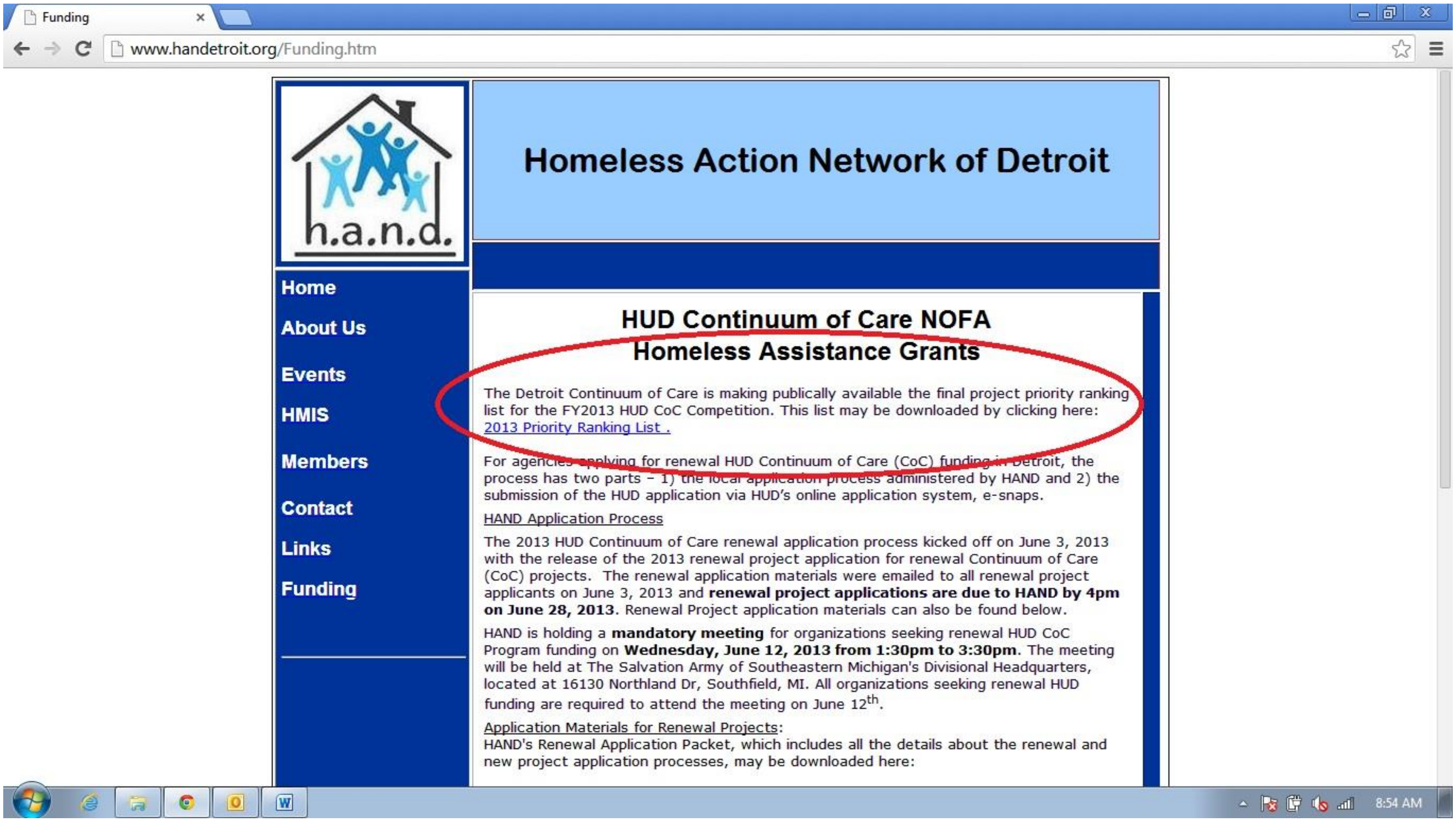
This document will also be posted on our website by tomorrow.

If you have any questions, please don't hesitate to contact me, Amanda Carlisle (amandacarlisle@handetroit.org, x4203), or Tasha Gray (Tasha@handetroit.org, x4202).

Amanda Sternberg
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
1600 Porter Street | Detroit, MI 48216
(p) 313-964-3666 x4201 | (f) 313-963-6851
amanda@handetroit.org

Amanda Sternberg

As noted in the email message above, this document was also posted on HAND's website on January 18, 2014, as evidenced by the screen shot of HAND's website below:



Funding

www.handetroit.org/Funding.htm

h.a.n.d.

Homeless Action Network of Detroit

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The Detroit Continuum of Care is making publically available the final project priority ranking list for the FY2013 HUD CoC Competition. This list may be downloaded by clicking here: 2013 Priority Ranking List .

For agencies applying for renewal HUD Continuum of Care (CoC) funding in Detroit, the process has two parts – 1) the local application process administered by HAND and 2) the submission of the HUD application via HUD's online application system, e-snaps.

HAND Application Process

The 2013 HUD Continuum of Care renewal application process kicked off on June 3, 2013 with the release of the 2013 renewal project application for renewal Continuum of Care (CoC) projects. The renewal application materials were emailed to all renewal project applicants on June 3, 2013 and **renewal project applications are due to HAND by 4pm on June 28, 2013**. Renewal Project application materials can also be found below.

HAND is holding a **mandatory meeting** for organizations seeking renewal HUD CoC Program funding on **Wednesday, June 12, 2013 from 1:30pm to 3:30pm**. The meeting will be held at The Salvation Army of Southeastern Michigan's Divisional Headquarters, located at 16130 Northland Dr, Southfield, MI. All organizations seeking renewal HUD funding are required to attend the meeting on June 12th.

Application Materials for Renewal Projects:
HAND's Renewal Application Packet, which includes all the details about the renewal and new project application processes, may be downloaded here:

8:54 AM

The document included in the email message and posted on the website is as follows:

h.a.n.d.

Homeless Action Network of Detroit

2013 Detroit Ranking Policies and Official Ranking List for the HUD Continuum of Care (CoC) NOFA Competition

Developed on January 7, 2014 by the Values & Funding Priorities Task Force
Approved by the HAND Board of Directors on January 13, 2014

The Homeless Action Network of Detroit's (HAND) Board of Directors developed a task force, known as the Values & Funding Priorities Task Force (Task Force), to develop the FY2013 ranking policies for the HUD Continuum of Care Program competition NOFA. The Task Force is made up of HAND Board and staff members and other key representatives from the homeless service providers, government partners, and funder community.

The Task Force spent considerable time throughout summer 2013 reviewing CoC data, project performance information, and HUD communications to develop policies that would align with the Detroit CoC's 10-Year Plan to End Homelessness and HUD priorities. The Task Force met on January 7, 2014 to finalize its FY2013 ranking recommendations for the HAND Board of Directors. **On January 13, 2014, the HAND Board of Directors approved the official rankings policies for the 2013 HUD CoC NOFA competition.**

Please note, ranking policies are set on a *yearly* basis in accordance with the HUD CoC NOFA and may differ from year to year. These ranking policies are for the FY2013 HUD Continuum of Care NOFA process only.

Announcement of Ranking Policies and Ranking List

This document includes the final, approved ranking policies and the official ranking list for the FY2013 HUD Continuum of Care NOFA. The document will be made available to the public on January 17, 2014 on HAND's website at www.handetroit.org. Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, will receive an emailed copy of this document for their records.

Acceptance of Projects for Ranking

Homeless service provider agencies, which applied to HAND for renewal or new project funding and submitted their project applications in eSNAPS, should note that HAND is accepting all projects for admission (no project will be rejected from the CoC's priority ranking list).

HUD Tiers

This year HUD instructed CoCs to rank projects into two tiers in the event that the funding available is insufficient to fund all projects. While HUD has stated they believe they have enough funding to cover projects placed in Tier 1, Tier 2 projects may be at risk of being defunded by HUD. HUD is recapturing unspent funds and there may be enough to cover some Tier 2 projects throughout the country. CoCs that score well in the national competition will have their Tier 2 projects funded before less-competitive CoCs.

Important Change to ARD and Tier 1 Amount

There has been one important change since the HAND Board of Directors approved the ranking policies. On January 16, 2014, HAND staff was notified by the HUD local office that the CoC's Coordinated Assessment SSO Renewal Project is not eligible for first-time renewal in 2014, due to the project's grant term. Therefore, the Coordinated Assessment SSO Renewal Project is not included on the 2013 ranking list even though the official policies, which were approved by the HAND Board of Directors, included it. As a result of removing this project, the Annual Renewal Demand (ARD) has decreased and the Tier 1 amount, which is calculated as ninety-five (95) percent of the ARD has been slightly reduced.

Detroit CoC's ARD & Tier 1 Amounts		
	Initial Amounts	**Revised Amounts (rev 1/16/14)**
Annual Renewal Demand	$24,879,410	$24,679,410
Tier 1 Amount	$23,635,440	$23,445,439

2013 Ranking Policies

Eligibility

To be eligible to be ranked by the Detroit CoC in the 2013 competition, all projects must meet the following criteria:

- Submit their completed renewal application to HAND by the June 28, 2013 deadline.
- Achieve the renewal project threshold score of 65%, outlined in the 2013 renewal project application, or receive a waiver from the Appeals Committee and HAND Board of Directors.
- Meet the HUD application deadlines set by HAND.
- Projects that were required by HAND to participate in technical assistance processes in previous competition years must be in compliance with all requirements in the projects' technical assistance plan.
- Meet all HUD eligibility criteria, as outlined in the 2013 CoC Program NOFA, the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.

2013 Detroit CoC Ranking Order

1. The CoC's infrastructure projects will be ranked first, in the following order:
    a. HMIS Renewal Project;
    b. CoC Coordinated Assessment SSO Renewal Project; and,
    c. Collaborative Applicant CoC Planning New grant

2. All other HUD CoC Renewal Projects will be ranked, in the following order:
    a. New Permanent Housing (PH) reallocation projects (two (2) new projects are being created by reallocating existing TH projects);
    b. Permanent Housing (PH) projects with no applicable performance data because they are first-time renewal projects, ranked by project's total application score *percentage*;
    c. Permanent Housing (PH) projects that have any beds exclusively designated for the chronically homeless (CH), ranked by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application;
    d. All other (PH) projects by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application, unless the project did not score at least a 88% on the part a performance;
    e. All Transitional Housing (TH), including Safe Haven (SH), and Supportive Services Only (SSO) projects AND any PH projects that scores less than 88% on the part a performance will be ranked together, by project's *percentage* on the first half (part a) of their project-specific housing performance in the local application.

Additional Ranking Criteria

- Clarification: "Project-specific housing performance" refers to Component #2 of the local application.
- Tie-breakers for all of the above orders will be the *percentage* on the second half (part b) of their project-specific housing performance in the local application.
- A second tie-breaker, if needed, will be the project's total application score *percentage*.
- 2c states projects that have any beds exclusively designated for the chronically homeless (CH) will be ranked above other PH projects. CH designated beds must agree with data submitted to HUD in the 2013 Housing Inventory Chart (HIC).
- As outlined in 2e, SH project(s) will be ranked with TH projects.
- Tier 1 funds should be maximized. This means:

  - If there are two (2) projects near the Tier 1/Tier 2 line and a project's budget, with a higher-performance percentage (project A), does not fit into Tier 1, it will be offered the opportunity to reduce its budget to stay within Tier 1 and maximize the CoC's Tier 1 funds.
  - If the project A, above, decides it does not want to reduce its budget to stay within Tier 1, it may be jumped by a project with a lower-performance percentage (project B) if project B's budget fits completely within Tier 1.
- If any projects, that are the sole provider of a certain type of service/housing in the Detroit CoC, fall within Tier 2, they will be moved up to Tier 1.
- SSO projects that may be considered out of compliance with the Continuum of Care Program July 2012 Interim Regulations will be ranked in accordance with the above ranking order; however, these projects are required to come into compliance with the regulations, by time of grant agreement or the next HUD application period, whichever comes first, unless otherwise stipulated by HUD in response to a waiver request.

FY2013 Detroit CoC Final Project Priority Ranking

Rank	Grantee Name	Project Name	Project Type	Total Annual Renewal Amount	Cumulative Total	Total Project %	Component 2a	Tie-Breaker #1: Component 2b	Tie-Breaker #2: Total Application Score %
TIER 1 PROJECTS									
CoC Infrastructure									
1	Homeless Action Network of Detroit	Homeless Management Information System	HMIS	$ 194,078	$ 194,078				
2	Homeless Action Network of Detroit	MI-501 CoC Planning Application FY2013	Planning	$ 150,260	$ 344,338				
New PH via reallocation									
3	COTS	New Reallocated	PH	$ 723,357	$ 1,067,695				
4	DRMM	Douglass TH Reallocated to PH	PH	$ 553,885	$ 1,621,580				
PH projects with no applicable performance data (1st time renewals)									
5	Southwest Counseling Solutions, Inc.	Housing Recovery Project	PH	$ 479,938	$ 2,101,518	92%			
6	Southwest Counseling Solutions, Inc.	Intensive Case Management Chronic Homeless CAM	PH	$ 360,000	$ 2,461,518	80%			
7	Neighborhood Service Organization	NSO Bell Housing	PH	$ 502,731	$ 2,964,249	79%			
PH projects with beds dedicated to the chronically homeless									
8	Detroit Rescue Mission Ministries	My Own Place	PH	$ 228,637	$ 3,192,886		100%	100%	
9	Michigan Department of Community Health	Southwest Counseling Solutions S+C III	PH	$ 379,589	$ 3,572,475		100%	80%	
10	Michigan Department of Community Health	Southwest Chronically Homeless II Ren 12	PH	$ 470,280	$ 4,042,755		100%	71%	
11	Neighborhood Service Organization	SHP Leasing	PH	$ 327,698	$ 4,370,453		100%	55%	
12	Michigan Department of Community Health	COTS/NSO Chronic S+C	PH	$ 95,196	$ 4,465,649		100%	0%	
13	Michigan Department of Community Health	Development Centers Ren 12	PH	$ 2,297,904	$ 6,763,553		98%		
14	Detroit Rescue Mission Ministries	Maranatha	PH	$ 410,990	$ 7,174,543		96%		
PH projects with performance at 88% or greater									
15	CHARTER COUNTY OF WAYNE	Supportive Housing Program - DCI - OMEGA	PH	$ 468,954	$ 7,643,497		100%	100%	
16	Coalition On Temporary Shelter	Buersmeyers Manor	PH	$ 139,293	$ 7,782,790		100%	89%	
17	CHARTER COUNTY OF WAYNE	Shelter Plus Care - Southwest - 0110	PH	$ 225,244	$ 8,008,034		100%	88%	
18	Michigan Department of Community Health	Southwest Springwells Ren 12	PH	$ 189,725	$ 8,197,759		100%	85%	
19	CHARTER COUNTY OF WAYNE	S+C - Southwest Solutions - MATRIX	PH	$ 40,541	$ 8,238,300		100%	67%	
20	Southwest Housing Solutions	Wilshire Apartments 2012	PH	$ 133,740	$ 8,372,040		100%	33%	
21	Travelers Aid Society of Metropolitan Detroit	Infinity	PH	$ 973,005	$ 9,345,045		99%		

FY2013 Detroit CoC Final Project Priority Ranking

Rank	Grantee Name	Project Name	Project Type	Total Annual Renewal Amount	Cumulative Total	Total Project %	Component 2a	Tie-Breaker #1: Component 2b	Tie-Breaker #2: Total Application Score %
22	Detroit Central City CMH, Inc.	Permanent Supportive Housing	PH	$ 1,046,361	$ 10,391,406		98%		
23	Travelers Aid Society of Metropolitan Detroit	BEIT	PH	$ 899,420	$ 11,290,826		94%		
24	CHARTER COUNTY OF WAYNE	Shelter Plus Care - Gateway Community Health	PH	$ 303,319	$ 11,594,145		92%		
25	Cass Community Social Services, Inc.	CCSS Bernauer Manor	PH	$ 92,897	$ 11,687,042		88%		
TH (including SH), SSO, and PH with performance less than 88%									
26	Detroit Rescue Mission Ministries	Teen Moms	TH	$ 414,457	$ 12,101,499		100%	100%	
27	Catholic Social Services of Wayne County	Teen Empowerment Program	SSO	$ 184,873	$ 12,286,372		100%	57%	
28	Travelers Aid Society of Metropolitan Detroit	SHOP III	SSO	$ 82,191	$ 12,368,563		100%	33%	
29	Southwest Housing Solutions	Springwells Partners SSO 2012	SSO	$ 206,844	$ 12,575,407		100%	32%	
30	CHARTER COUNTY OF WAYNE	SHP SOUTHWEST HOUSING PARTNERS SSO	SSO	$ 114,811	$ 12,690,218		100%	29%	
31	CHARTER COUNTY OF WAYNE	SHP - Gateway Com. Health - New Beginnings	SSO	$ 130,248	$ 12,820,466		100%	27%	
32	Neighborhood Legal Services Michigan	Project Permanency One	SSO	$ 782,720	$ 13,603,186		99%		
33	United Community Housing Coalition	Permanent Supportive Housing for the Homeless	SSO	$ 580,310	$ 14,183,496		98%		
34	Coalition On Temporary Shelter	Peggy's Place	TH	$ 673,271	$ 14,856,767		95%	100%	100%
35	Catholic Social Services of Wayne County	Teen Infant Parenting Services Program	TH	$ 362,392	$ 15,219,159		95%	100%	100%
36	Coalition On Temporary Shelter	DV TSP - New Beginnings	TH	$ 313,960	$ 15,533,119		93%	100%	100%
37	Travelers Aid Society of Metropolitan Detroit	SHOP I	TH	$ 227,076	$ 15,760,195		93%	100%	94%
38	Alternatives For Girls	H.O.P.E. Initiative	SSO	$ 113,854	$ 15,874,049		93%	49%	
39	Freedom House	New Beginnings/New American Homeless	TH	$ 390,841	$ 16,264,890		90%	100%	
40	The Salvation Army Eastern MIchigan Division	The Target Home Program	SSO	$ 475,341	$ 16,740,231		90%	45%	
41	Positive Images	Positive Images II	TH	$ 713,343	$ 17,453,574		86%		
42	Mariners Inn	Residential Program	SSO	$ 107,803	$ 17,561,377		85%		
43	Covenant House Michigan	Rights of Passage Transitional Living Program	TH	$ 408,056	$ 17,969,433		80%		
44	Coalition On Temporary Shelter	W. Grand Blvd. TSP	TH	$ 107,556	$ 18,076,989		79%		
45	Cass Community Social Services, Inc.	CCSS Cass Apartments PSH	PH	$ 317,076	$ 18,394,065		78%		
46	Mariners Inn	Transitional Housing	TH	$ 294,509	$ 18,688,574		77%	100%	
47	Detroit Rescue Mission Ministries	Genesis House II	TH	$ 1,077,868	$ 19,766,442		77%	94%	

FY2013 Detroit CoC Final Project Priority Ranking

Rank	Grantee Name	Project Name	Project Type	Total Annual Renewal Amount	Cumulative Total	Total Project %	Component 2a	Tie-Breaker #1: Component 2b	Tie-Breaker #2: Total Application Score %
48	Detroit Rescue Mission Ministries	Samaritan	TH	$ 634,527	$ 20,400,969		76%	94%	
49	CHARTER COUNTY OF WAYNE	SHP - Gateway Com. Health - PH	PH	$ 415,253	$ 20,816,222		76%	17%	
50	Community & Home Supports, Inc.	Targeted Housing & Homeless Assistance Program	SSO	$ 693,486	$ 21,509,708		73%	44%	
51	Cass Community Social Services, Inc.	CCSS Mom's Place & Mom's Place 2	TH	$ 262,172	$ 21,771,880		72%	94%	
52	Detroit Rescue Mission Ministries	Veterans Independence Program	TH	$ 456,970	$ 22,228,850		72%	92%	
53	Detroit Rescue Mission Ministries	Detroit Rescue Mission	TH	$ 434,277	$ 22,663,127		70%	92%	
54	Cass Community Social Services, Inc.	CCSS Safe Haven for Men at Scott*	SH	$ 428,000	$ 23,091,127		21%		
55	Detroit Rescue Mission Ministries	The Oasis**	TH	$ 354,312	$ 23,445,439		70%	90%	
Tier 1 Limit = $23,445,439									
TIER 2 PROJECTS									
56	Coalition On Temporary Shelter	Peterboro TSP	TH	$ 86,598	$ 23,532,037		65%	98%	
57	Coalition On Temporary Shelter	SAFAH	SSO	$ 69,559	$ 23,601,596		64%		
58	Mariners Inn	Extended Residency	PH	$ 248,380	$ 23,849,976		61%		
59	Travelers Aid Society of Metropolitan Detroit	SHOP II	TH	$ 217,366	$ 24,067,342		53%		
60	Cass Community Social Services, Inc.	CCSS Transitional Housing for Men at Scott	TH	$ 192,319	$ 24,259,661		52%		

**Per the ranking policies, the Safe Haven project was ranked into Tier 1 above higher-performing projects because it it the sole provider of Safe Haven activties in the CoC*

***Per the ranking policies, this project took advantage of the opporutnity to reduce its budget in order to be placed into Tier 1 to maximize funds*

January 17, 2014

MI-501 Detroit CoC Public Solicitation for FY2012 Permanent Housing Bonus Funding

Homeless Action Network of Detroit

2012 HUD Continuum of Care Homeless Assistance Grants

Renewal & New Project Application Process Guidelines

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the 2012 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for *renewal* are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed. The CoC is also responsible for managing the application process for projects seeking *new* HUD funding.

This packet contains information about the process that will be used for the 2012 funding round. Currently funded HUD SHP and S+C projects that will expire during calendar year 2013 must request renewal funding in the 2012 funding process. Organizations seeking new HUD funding must also submit an application during this process.

The information presented here has been developed before the release of HUD's Notice of Funding Availability (NOFA). Therefore, the information presented here is subject to change depending upon the content of the NOFA.

All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

New Project Funding

Each year, HAND has the opportunity to submit projects for new funding through the Continuum of Care Homeless Assistance Grant Program application process. New funding to the Detroit Continuum of Care is *not guaranteed* and is based largely on how well our CoC scores in the national Continuum of Care Homeless Assistance Grant Program Notice of Funding Availability (NOFA) competition.

If our CoC scores well enough in the 2012 national Continuum of Care Homeless Assistance Grant Program NOFA competition, the funding for this new project(s) will come from our CoC's Permanent Housing Bonus Funding (formerly called Samaritan Bonus Initiative) and/or funding from reallocation (the process of de-funding or partially de-funding a renewal project and reallocating that project's funding to a new project).

There is approximately $1,955,000 available for these new project(s) through the Permanent Housing Bonus Funding. The decision on how many and which project(s) to submit for funding will be made during the review process.

Impact of HEARTH Act Regulations on New Project Funding

HUD plans many changes to the Continuum of Care NOFA process for 2012, as a result of the implementation of the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act, which was passed by Congress in May 2009. The HEARTH Act made several significant changes to the Continuum of Care NOFA process and regulations for the Act will define how the new Continuum of Care (CoC) Program will operate. It is important to note that the CoC Program regulations have not been released as of the date of this publication though HUD plans to implement the CoC Program regulations during the 2012 NOFA competition.

Therefore, in 2012 HAND will be accepting applications for new projects. **The new project application was developed based on previous year applications; however, applicants should plan for the possibility that their applications may need to be adjusted in response to the Continuum of Care Program regulations, once they are released by HUD.** For example, HAND is requiring new project applicants to submit their applications under one of two Continuum of Care programs – Supportive Housing Program (SHP) or Shelter Plus Care (S+C) but HUD has noted these programs will be replaced with one Continuum of Care program under the new regulations. **HAND expects the CoC Program regulations to impact the grant terms, applicant and programmatic eligibility, allowable budget activities, and other important details of new project applications.**

New Project Funding: Permanent Housing Bonus

HAND will be accepting applications for new projects, under the "Permanent Housing Bonus" (formerly known as "Samaritan Initiative Bonus"). This new project must meet the following criteria in order to be considered for funding:

- Be a Permanent Supportive Housing project (SHP-PH or Shelter + Care)
- Serve chronically homeless individuals or chronically homeless families
- Project applicant must have been providing services to the homeless for at least one year
- Applicant must currently be active in using the Homeless Management Information System (HMIS)

- Applicants must have been an active member of HAND for at least one year. For the purposes of this funding, "active" is defined as:
  - Attendance at bi-monthly membership meetings
  - Currently having up-to-date membership dues
- A representative of the organization must have attended the all-grantee workshop on June 13, 2012

Supportive Housing Program Permanent Housing projects (SHP-PH) must:
- Be a one, two or three year project
- Total project requests must be a minimum of $300,000 for a 1-year project and a minimum of $450,000 for a 2 or 3-year project; project requests cannot exceed a maximum of $1,955,000
- A maximum of 20% of the amount requested may be used for supportive services (case management only)
- A maximum of 5% of the amount requested may be used for administrative purposes
- If requesting funds for acquisition, construction, or rehabilitation, the total amount of these items must not exceed $400,000.

Shelter + Care projects must:
- Be for 5 years
- Total project requests must be a minimum of $450,000 and a maximum of $1,955,000

Eligibility Information

In addition to the criteria identified above, the following table details eligible applicants and activities for Supportive Housing Program Permanent Housing (SHP-PH) and Shelter + Care (S+C):

Element	Supportive Housing Program Permanent Housing (SHP-PH)	Shelter + Care (S+C)
Eligible Applicants	• States • Units of general local government • Special purpose units of government (eg, PHA) • Private nonprofit organizations • Community Mental Health Centers that are public nonprofit organizations	• States • Units of general local government • PHAs
Eligible Activities	• Acquisition • Rehabilitation • New construction • Leasing • Operating Costs • Supportive Services	• Rental Assistance
Eligible Populations Served by Project	• Chronically homeless individuals • Chronically homeless families	• Chronically homeless individuals • Chronically homeless families

Target Populations

HUD allows all populations to be served through the Permanent Housing Bonus project. However, HAND is more narrowly defining the target populations for this project. For this project, eligible target populations include:

- Chronically homeless individuals AND/OR
- Chronically homeless families

HUD defines* a chronically homeless person as:

- (1) An individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

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

- (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

* *Definition from the Emergency Solutions Grant (ESG) Interim Rule published on December 5, 2011.*

New Project Scoring and Selection

HAND's project review committee will review and score the applications based on the components below. HAND's Board of Directors will make the final decision on which new project(s) will be submitted to HUD. HAND reserves the right to submit more than one project depending on the quality and number of proposals submitted.

Permanent Housing Bonus projects will be scored based upon the following components. There are a total of 100 points possible. Details on these components are found in the "New Project Application" packet.

Scoring Component	Points Possible
Overall Quality of Project Design	20
Capacity/Experience of Project Sponsor, Staff, Key Personnel	15
Past Organizational or Project Outcomes	20
Project Budget	20
Project Leveraging	15
Consumer Satisfaction Narrative	3

Required Attachment(s)	2
Housing Emphasis	5
Total Points Possible	***100***

Project Scoring Threshold

All new projects must score at least 70 points in order to be considered for funding.

Project Leveraging Scoring Details

Projects will be scored based on written project leveraging commitments in comparison to amount of HUD funding requested.

Leveraging as percentage of HUD funding requested	Points
200%	15
101% – 199%	12
100%	10
76% – 99%	5
75% or less	0

Example: A project is requesting $1,000,000 in HUD funding. This project would earn the following points depending on how much they report leveraging:

If leverage was…	Points would be…
$2,000,000	15
$1,010,000 - $1,990,000	12
$1,000,000	10
$760,000 - $990,000	5
$750,000 or less	0

Housing to Services Scoring Details

New projects will be scored based upon the ratio of dollars in their budget that are for housing-based activities to those that are supportive services. "Housing" activities includes the budget items of acquisition, new construction, rehabilitation, leasing assistance, and operations. "Service" activities include the budget item of supportive services. Administrative dollars are excluded from these calculations.

- 90% or more of budget in housing activities: 5 points
- 80% to 89% of budget in housing activities: 3 points
- 79% or less of budget in housing activities: 0 points

New Project Selection

In general, the decision on the new project(s) to select for submission to HUD will be based upon project scores. In addition to the scores, the Project Review Committee may also take into consideration factors such as:

- Project readiness
- Agency's past performance and capacity in operating HUD SHP or S+C grants
- Additional discussions, presentations, or clarification provided by applicant organization, if requested
- Any decision made regarding number of projects to submit

HAND's Board of Directors will reserve the right to make decisions on which project(s) should receive funding and/or the amount awarded based upon recommendations of the Project Review committee and/or the HAND Board of Directors. Members of the Project Review committee and HAND Board of Directors who are involved in the new project selection process will not have a conflict of interest.

Understanding SHP and S+C

As noted above in the section titled "Impact of HEARTH Act Regulations on New Project Funding", HAND anticipates that the Supportive Housing Program (SHP) and Shelter Plus Care (S+C) programs will be drastically revised in the HEARTH Act's Continuum of Care (CoC) regulations. At this time, new project applicants will be required to apply to HAND, during the local application process, under one of these two programs, but applicants should expect changes upon the release of the CoC regulations.

For greater details on the Supportive Housing Program (SHP) and Shelter Plus Care (S+C), you are encouraged to visit HUD's Homeless Resource Exchange website at: www.hudhre.info. From there:

- Click on "Find a Resource" from the top menu bar and click on "Search Resources" from the menu bar
- The Search Resources screen will appear. In the Search Term(s) box, enter "Understanding SHP" or enter "Understanding Shelter Plus Care" (with no quotation marks)
- From there, a resource will come up that gives a general overview of both programs.

There are several different components to the Supportive Housing Program:

- Permanent Housing (PH)
- Transitional Housing (TH)
- Supportive Services Only (SSO)
- Homeless Management Information System (HMIS)

However, new project applications are only being considered for the Permanent Housing component of SHP.

Potential applicants are encouraged to familiarize themselves with the Shelter Plus Care Program (S+C); however, please note, that non-profit organizations may not apply directly for the S+C program. The only eligible applicants for S+C programs are States, local units of government, or Public Housing Authorities. If you represent a non-profit organization that is interested in working with a local unit of government to apply for S+C funding, and your organization has never received S+C funding in the past, please contact a HAND staff member for more information.

MI-501 Detroit CoC Public Solicitation for FY2012 Reallocated Project Funding

Special Announcement: Availability of Funds for New PSH Project

December 21, 2012

The Homeless Action Network of Detroit (HAND) is announcing the availability of funds for a new permanent supportive housing program. These funds are being reallocated from a renewal project that has withdrawn their request for renewal funding for the FY2012 competition. The funds will be reallocated to a new permanent supportive housing program that meets the following criteria:

- Program provides permanent scattered-site leasing and supportive services
  - NOTE: the recipient organization (grantee) will need to be the leaseholder with the landlord, and the client will be the sub-lessor
- Program adheres to a Housing First model of service delivery
- Program serves single, chronically homeless individuals **<u>who have been homeless the longest</u>**
  - It is expected that the agency awarded funded for this opportunity will work with HAND and/or the Coordinated Assessment Model (CAM) Lead Agency (still to be determined) for assistance in identifying this targeted population.

Program grant term is for one (1) year with the option to submit for renewal in the FY 2013 competition. If funded, it is anticipated the grant term will start in mid-2013, and run through mid-2014. HAND anticipates this project being eligible to submit for renewal funding in the FY 2013 CoC competition.

These funds are *in addition* to the Permanent Housing Bonus funds that were previous competed for, and for which projects have already been identified.

Applicant Eligibility Criteria

Applications for these funds will only be considered from agencies that meet the following eligibility criteria:

1. Applicant is currently a recipient of a permanent supportive housing leasing project (formerly known as SHP Permanent Housing) in the Detroit CoC; *OR*

   Applicant is currently the sub-recipient (sponsor) of a permanent supportive housing rental assistance project (formerly known as Shelter + Care) in the Detroit CoC.

2. Applicant has no known unresolved HUD audit or monitoring findings.

3. Applicant is currently compliant with all HMIS data entry requirements.

Target Population

CoCs are required to respond to HUD on how, by increasing the number of permanent supportive housing beds, they will contribute to meeting the national objective of ending chronic homelessness by 2015, as per *Opening Doors: The Federal Strategic Plan to Prevent and End Homelessness*.

In the FY2012 competition, HUD is not only prioritizing PSH projects that serve people who are chronically homeless, but also people who have the longest histories of homelessness. HAND agrees with HUD's priorities, and is therefore targeting these funds towards this population.

Amount of Funding Available

The final amount of funds available for this project is still to be determined. The minimum and maximum amounts that will be available, however, are known and are given in the chart below.

HAND has identified the required minimum number of units to be funded, given the different budget scenarios. Applicants must submit budgets that reflect *at least* the minimum number of units. Applicants may request more than the minimum number of units if desired, so long as the total budget requested does not exceed the maximum amount of funding available.

	Option #1: Minimum Amount of Funding Available **$320,000**	Option #2: Maximum Amount of Funding Available **$465,600**
Minimum Number of Units Required (Leased Units line item) *-number of units calculated based on the FMR for a 1-bedroom unit*	24	35
Supportive Services/HMIS* *-funds requested for security deposits to be included in services budget*	Balance of funds available after budgeting for leasing assistance, but before calculating admin costs	
Admin	7% of sub-total (sum of leasing, services, and HMIS)	
Total request (sum leasing, services/HMIS, and admin)	**$320,000**	**$465,600**
*Estimated Match Obligation***	*$28,000*	*$40,300*

*The reallocated project is not subject to the 20% cap on services like PHB projects. HAND is allowing for more service dollars for this project, in anticipation of the more complex needs of the people to be served. Additionally, HAND will allow applicants to request an HMIS line item in these budgets to cover costs of the HMIS data entry requirements for the project; however, the combined total of supportive services and HMIS costs cannot exceed that given in the option chosen.

**Applicant agencies will be required to provide a 25% cash or in-kind match on all budget lines except for leasing, which does not require match.

Since the exact funding amount is currently unknown, it would be helpful if applicants prepare two budgets, one for each option, if either option would be feasible for the organization. If only one option would be feasible, then the agency should submit a budget reflecting that one option.

Selection Process

Letters of interest will be reviewed by HAND staff and additional reviewers. The project recommended for funding will be presented to HAND's Board of Directors, who will make the final decision. A decision is expected to be made by January 14.

Application Process

Letter of Interest

Agencies interested receiving these funds must submit a letter of interest and required attachments. The letter should be 3-5 pages in length, and should include the following information:

1. **Agency Contact Information:** Include the name, telephone number, and email address of the agency's executive director and the organization's contact who is able to answer questions about the project.

2. **Agency Capacity:** Briefly outline the agency's proposed plan to take on a new grant and how it complements the other housing and supportive services provided by the agency.

3. **Agency Experience:** Briefly state the agency's experience operating HUD Continuum of Care projects (formerly known as SHP or S+C). Also describe the agency's experience providing scattered site Permanent Housing (PH) for individuals. Include a description of how the agency currently works with landlords, other service providers, and the surrounding community.

4. **Service Delivery:** Explain the agency's service delivery model and how it fits with the housing first philosophy and target population identified in this funding opportunity. Describe how the agency ensures clients receive the mental health, substance abuse, and/or other services needed for the individual to remain stably housed.

5. **Housing Stability and Increasing Self-Sufficiency:** Describe <u>successes and outcomes</u> the agency has had in:
   a. Assisting tenants of PSH to remain stably housed or to move to other permanent housing; AND
   b. Assisting tenants with increasing their self-sufficiency and income (either employment income or benefits)

6. **Cash Match and Leveraged Resources:** Provide information about the agency's capacity to provide the required 25% match (cash or in-kind) for this grant. See the above charts for the estimated match requirements. Include an explanation that details the agency's proposed cash match and possible leveraged resource commitments that may be used for the proposed new grant.

7. **Budget:** Submit a budget for this project in accordance with the dollar amounts given above. Use the attached budget form. The budget pages do not count towards the 5 page limit.

8. **Current Grant(s) Issues:** State whether the agency currently has any of the following issues with its HUD grants: unexpended HUD grants and/or HUD audit/monitoring findings. If any of these issues are present, please describe how the agency is addressing them.

Attachments

The only attachments requested at this time are the budget pages:

- If the applicant is submitting two different budgets – one reflecting each of the options available – then that applicant will submit a total of four (4) budget pages – two for each budget.

- Applicants submitting for only one of the budget options will only submit the two (2) budget pages.

HAND may request additional material from applicant agencies during the review of the LOIs.

Submission of Letter of Interest

All letters of interest – including the budget pages – must be emailed to Amanda Sternberg at Amanda@handetroit.org by 5:00 PM on Friday, January 4, 2013. Letters submitted after the deadline will not be reviewed.

Item to Note

These reallocated funds may not be combined with Permanent Housing Bonus funds. For example, if an agency has been selected by HAND to submit a project for new PHB funds, that agency may not propose to combine these reallocated funds with the PHB funds for which it is also applying. Projects funded by PHB and reallocated funds must be separate and distinct.

Additional Information

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x4201.

Budget Page #1

Budget Pages

The budget pages are comprised of four (4) forms on 2 pages:

- Option applying for
- Leasing budget
- Supportive Services budget
- HMIS
- Summary budget

Budget Option

This budget is for (select one):

	Option #1: Maximum amount to be requested $320,000
	Option #2: Maximum amount to be requested $465,600

Leasing Budget

Size of Unit	# of Units to be Supported by Grant		*Current FMR, given for reference only*	HUD Paid Rent Amount (may be at or below FMR)		12 Months		Total Request
SRO		X	*$440*		X	12	=	
0 Bedroom		X	*$586*		X	12	=	
1 Bedroom		X	*$667*		X	12	=	
2 Bedroom		X	*$798*		X	12	=	
Total Leasing Request (enter in line 1 of summary budget)								

Budget Page #2

Supportive Services Budget

NOTE: If applicant proposes to use funds to pay for security deposits, these costs should be included in the Supportive Services Budget, Assistance with Moving Costs.

Eligible Costs	Quantity Description	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
Total Annual Services Requested (enter in line 2 of summary budget)		

HMIS Budget

Eligible Costs	Quantity Description	Annual Assistance Requested
1. Equipment		
2. Software		
3. Personnel		
Total Annual HMIS Requested (enter in line 3 of summary budget)		

Summary Budget

Eligible Costs	Annual Assistance Requested		Grant Term (years)		Total Assistance Requested
1. Leasing Budget Request		X	1	=	
2. Supportive Services Budget Request		X	1	=	
3. HMIS Budget Request		X	1	=	
4. Sub-Total Costs Requested (sum lines 1 – 3)					
5. Admin (up 7% of line 4)					
6. Total Assistance Requested (sum lines 4 and 5)					

MI-501 Detroit CoC Public Solicitation for FY2013 Permanent Housing Bonus Funding

Homeless Action Network of Detroit

FY2013 HUD Continuum of Care Funding Competition

Renewal Application

The Homeless Action Network of Detroit (HAND) is responsible for leading and managing the decision-making and application process for the FY2013 HUD Continuum of Care Homeless Assistance Funding application. HUD requires that the Continuum of Care (CoC) develop a process to determine whether projects up for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

This packet contains information about the process that will be used for the FY2013 funding competition. Currently funded Continuum of Care (CoC) projects – formerly called "SHP" or "S+C" – that will expire during calendar year 2014 must request renewal funding in the 2013 funding process.

The information presented here has been developed before the release of HUD's Notice of Funding Availability (NOFA). Therefore, the information presented here is subject to change depending upon the content of the NOFA.

All information and materials may also be found on HAND's website at www.handetroit.org, on the "Funding" page.

Applicants must note that all application materials are due to HAND by **4:00 PM on Friday, June 28, 2013.**

- Detroit Rescue Mission Ministries Teen Mom Program

HAND will use the data from this APR when reviewing program performance. HAND is making this accommodation for these youth-serving organizations in recognition that a number of clients under the age of 18 leave their programs, and ART only records in the APR the exit data for clients that are considered legal adults. Therefore, changing the legal age to 13 should more accurately reflect the disposition of all people who left the program, not just those ages 18 or older.

NOTE: Running the APR with this modified age is only for the purposes of this application. When submitting the APR to HUD, the legal age should be kept at "18".

For additional assistance on how to run these APRs, the above mentioned providers are encouraged to contact Andrea Kuhn at andrea@handetroit.org, 313-964-3666 x4205 or Selwin O'Neal at selwin@handetroit.org, 313-964-3666 x4204.

Required Annual Performance Reports (APRs)

Organizations are reminded that all APRs are now submitted only via eSNAPS, and must be submitted within 90 days of the completion of the operating year.

- Note for renewal projects with a grant term ending in April or May 2013: Renewal projects with a grant term ending in April or May 2013, should submit their 2012-2013 grant year APR. Although these projects' APRs may not be due to HUD until July or August 2013, HAND is requesting these projects submit their APRs as early as possible to HUD, in order to use the most recent data in the 2013 renewal application process. If these projects cannot submit their APRs to HUD before the renewal project application is due to HAND (June 28), they will be required to submit an Unofficial APR to HAND at the time the 2013 renewal application is due and then the official APR once it is submitted to HUD.

Contact Amanda Sternberg or Amanda Carlisle if you have questions about which APR you should submit with the renewal project application.

New Project Funding

Due to anticipated reductions in the amount of funding to be available, HAND is not soliciting applications for new project funding at this time. If funding for new projects does become available, HAND will notify the CoC and solicit applications at that time.

MI-501 Detroit CoC Public Solicitation for FY2013 Reallocated Project Funding

Special Announcement: Availability of Funds for Permanent Supportive Housing Project

July 29, 2013

The Homeless Action Network of Detroit (HAND) is announcing the availability of $723,357 in HUD Continuum of Care Program funds. These funds are being made available via a grant transfer from an organization that has historically received Continuum of Care (formerly SHP) Transitional Housing funds for a facility-based TH program. The current grantee has decided to relinquish its CoC grant. In order to ensure these funds remain in the Detroit community, these funds must be transferred to a new grantee. This application process is the means by this which this new grantee will be identified.

These funds must initially remain as a Transitional Housing program; they will, however, eventually be converted to a Permanent Supportive Housing (PH) program as detailed below. While the funds are used as a Transitional Housing program, the program must meet the following criteria:

- Program provides a scattered-sited leasing model of transitional housing[1], with supportive services (sometimes referred to as a "transition-in-place" model).
    - NOTE: the recipient organization (grantee) will need to be the leaseholder with the landlord, and the client will be the sub-lessor.
- Eligible program participants:
    - Eligible program participants will be singles and/or families who:
        1. Meet one of the following homeless definition categories:
            - Category 1 – Literally homeless (and, if coming from a TH program, were on the streets or in a shelter prior to entering the TH program); *OR*
            - Category 4 – Fleeing/attempting to flee domestic violence

          AND

        2. Have the head of household or a member of the family (either an adult or a child) with a diagnosable disability, which is an eligibility criterion for PH programs.

HAND is requesting that this program <u>does not specifically target people who are chronically homeless at this time</u>. People who are chronically homeless lose their chronically homeless status upon entry into a transitional housing program. Therefore, if this program is designated to only serve people who are chronically homeless, persons who are in the program at the time the program converts from TH to PH would no longer be eligible for the program. To guard against the possibility of clients losing their housing due to this eligibility factor, this program will only target persons who meet the basic eligibility criteria for PH (given above). **NOTE: Once the conversion of this program from TH to PH is complete, HAND intends to be more strategic about targeting these permanent housing resources. The agency that receives these funds will be required to participate in working with HAND to develop this strategy on targeting these resources.**

The organization that is relinquishing this grant will continue serving the clients who are already in their program. Therefore, the organization that assumes responsibility for these funds will not be expected to also serve the clients currently being served by the program. The organization that assumes these funds will be serving new clients.

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[1] The term 'transitional housing' means housing, the purpose of which is to facilitate the movement of individuals and families experiencing homelessness to permanent housing within 24 months. In transitional housing, program participants must have signed a lease or occupancy agreement that is for a term of at least one month and that ends in 24 months and cannot be extended. For more details on transitional housing, reference the CoC Program Interim Rule (24 CFR 578).

Converting Program to Permanent Housing

HAND intends to re-allocate these funds to a Permanent Housing (PH) program in the FY2013 competition. The organization that assumes these funds through the grant transfer process is the organization to which the funds would also be reallocated. Therefore, we are seeking an organization that is able to demonstrate an ability to administer a scattered-site <u>permanent supportive housing</u> leasing program for people who have a disability. The organization that accepts these funds will be expected to ultimately administer a PH program, even though the funds start out as TH.

The current term of the grant to be transferred is February 1, 2013 – January 31, 2014. The current grantee has not yet executed their contract with HUD for these funds; therefore, it is possible that upon transferring this grant to the new grantee, the start date may be pushed back to later in 2013.

Because the CoC is not able to change component type (TH to PH) through a grant transfer, the only way for this project to be converted from TH to PH is for it to first come under contract as a TH program for the 2013 - 2014 project term. Once it is under contract, it will be eligible to be submitted for renewal in the FY2013 competition; it is at this time when the program will be submitted as PH instead of TH.

Anticipated dates of operation:

- 2013 – 2014: Program operates as Transitional Housing (transition in place model)
- 2014 – 2015, and on: Program operates as Permanent Housing

Applicant Eligibility Criteria

Applications for these funds will only be considered from agencies that meet the following eligibility criteria:

1. Applicant is currently a recipient or sub-recipient (sponsor) of a CoC funded program (ie, formerly known as Supportive Housing Program or Shelter + Care) **and** has experience administering leasing or rental assistance.

2. Applicant has no unresolved HUD audit or monitoring findings.

3. Applicant is currently compliant with all HMIS data entry requirements as determined by a review of the agency's current usage of HMIS.

4. Applicant is current with the payment of its 2013 HAND membership dues and 2012 HUD assessments.

Amount of Funding Available

There is a total of $723,357 available for this project, which is estimated to provide approximately 50 units of housing. Of this amount, up to $47,322 may be used for administrative purposes. The remaining $676,035 may be used for any combination of leasing, supportive services, and HMIS. The match obligation for these funds it estimated to be about $63,000 a year.

HAND has identified a potential budget for these funds. Applicants may propose a different breakdown between the leasing, supportive services, and HMIS budget lines than the one proposed below.

HAND is seeking budgets that allocate enough to the leasing line to lease at least 45-50 units of housing. Applicants may propose to lease units of varying sizes, or of all one-size (ie, all 1-bedroom units). Applicants are encouraged to propose leasing units of varying sizes to ensure flexibility of resources for persons to be served.

Potential Budget		
Budget Line	**Est. Amount**	**Notes**
Leasing	$471,156	Estimated that approximately 50 units of varying sizes at 2013 FMR (1, 2, or 3 bedrooms) can be leased per year with this amount of leasing.
Supportive Services/HMIS	$204,879	Supportive Services and HMIS are separate line items; agencies applying for these funds may choose to place some funds in the HMIS line to meet HMIS requirements.
Subtotal	*$676,035*	
Admin	$47,322	7% of the subtotal
Total	**$723,357**	
Match Obligation	$63,050	25% of total, minus leasing costs; match obligation will change if the amount requested for leasing changes.

Due to this being a grant transfer, the new grantee must accept the entire amount. The total amount of the budget must equal exactly $723,357.

Selection & Grant Transfer Process

Applications will be reviewed by HAND staff and additional reviewers. The participants of the review team will be made public upon request following the review process. The review team will be comprised of individuals that have experience in the fields of homelessness, grant writing/grant review, and familiarity with the Continuum of Care. It is anticipated that participants on this review team will include staff from the City of Detroit and staff from other Continuum of Care in Michigan. The project recommended for funding will be presented to HAND's Board of Directors, who will make the final decision. A decision is expected to be made by mid-September.

Once the new grantee has been identified (via this application process), additional steps will need to take place with the current grantee, new grantee, and local HUD Field Office to complete additional paperwork to execute the grant transfer.

Application Process

Application

Agencies interested in receiving these funds must submit an application and required attachments. The application should be 3-5 pages in length, and should include the following information:

1. **Agency Contact Information:** Include the name, telephone number, and email address of the agency's executive director and the organization's contact who is able to answer questions about the project.

2. **Agency Capacity:** Briefly outline the agency's proposed plan to take on a new grant and how it complements the other housing and supportive services provided by the agency.

3. **Agency Experience:** Briefly state the agency's experience operating HUD Continuum of Care projects (formerly known as SHP or S+C). Also describe the agency's experience providing scattered site Permanent Housing (PH) or scattered site Transitional Housing (TH) for people who are homeless. In the description, discuss the agency's experience administering leasing or rental assistance. Also include a description of how the agency currently works with landlords, other service providers, and the surrounding community to help ensure tenants are able to maintain housing, and increase skills or income.

4. **Service Delivery:** Explain the agency's service delivery model and how it fits with the housing first philosophy and target population identified in this funding opportunity. Describe how the agency ensures clients receive the mental health, substance abuse, and/or other services needed for the individual to remain stably housed.

5. **Housing Stability and Increasing Self-Sufficiency:** As described in Appendix A, the score/average scores received by the applicant's current renewal project(s) will be used to determine the score for this section. Applicants may additionally provide a brief narrative statement here that gives more details to the past successes and outcomes the agency has achieved in assisting people with accessing or maintaining housing or increasing skills/income. Please note this narrative statement is not scored.

   Applicants may complete the Self-Scoring Tool that was provided with the renewal project application materials to determine what their score in this section may be.

6. **Cash Match and Leveraged Resources:** Provide information about the agency's capacity to provide the required 25% match (cash or in-kind) for this grant. See the above chart for the estimated match requirement. Include an explanation that details the agency's proposed cash match and possible leveraged resource commitments that may be used for the proposed new grant.

7. **Budget:** Submit a budget for this project in accordance with the dollar amounts given above. Use the attached budget form. The budget pages do not count towards the page limit.

8. **Current Grant(s) Issues:** State whether the agency currently has any of the following issues with its HUD grants: unexpended HUD grants and/or HUD monitoring findings. If any of these issues are present, please describe how the agency is addressing them. If the agency has any HUD monitoring findings, please attach the HUD monitoring letter describing those findings, and any correspondence from the agency demonstrating how the monitoring findings have been resolved.

Attachments

The only attachments requested at this time are the budget pages and HUD monitoring letters, if applicable.

HAND may request additional material from applicant agencies during the review of the applications.

Submission of Application

All applications – including the budget pages – must be emailed to Amanda Sternberg at Amanda@handetroit.org **by 4:00 PM on Monday, August 26.** Applications submitted after the deadline will not be reviewed.

Applicant Conference Call

A conference call will be held on **Monday, August 5 from 9:30 – 10:30 AM** for organizations that are interested in applying for these funds. Participation on this call is not mandatory, but is highly encouraged. Applicant organizations that have questions about this funding opportunity are encouraged to email them to Amanda Sternberg (Amanda@handetroit.org) prior to the call.

The call-in number is:

1-877-402-9753
Code: 2537201

Additional Material That Will Be Reviewed & Scored

Applicants for these funds are required to be a current CoC-funded agency and therefore currently have at least one CoC-funded program under review for renewal CoC funding. The score(s) received by these current renewal application(s) will be used for this grant transfer application as a means to determine past organizational success in assisting people with accessing and maintaining housing and increasing skills/income. Details on how the renewal project scores will be used are given in Appendix A.

HAND reserves the right to request additional project or organizational information at a later date if needed.

Questions?

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x4201.

Budget Page #1

Budget Pages

The budget pages are comprised of four (4) forms on 2 pages:

- Leasing budget
- Supportive Services budget
- HMIS
- Summary budget

Leasing Budget

Size of Unit	# of Units to be Supported by Grant		*Current FMR, given for reference only*	HUD Paid Rent Amount (may be at or below FMR)		12 Months		Total Request
0 Bedroom		X	*$495*		X	12	=	
1 Bedroom		X	*$629*		X	12	=	
2 Bedroom		X	*$821*		X	12	=	
3 Bedroom		X	*$1,095*		X	12	=	
4 Bedroom		X	*$1,196*		X	12	=	
Total Leasing Request (enter in line 1 of summary budget)								

Supportive Services Budget

NOTE: If applicant proposes to use funds to pay for security deposits, these costs should be included in the Supportive Services Budget, Assistance with Moving Costs.

Eligible Costs	Quantity Description	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
Total Annual Services Requested (enter in line 2 of summary budget)		

Budget Page #2

HMIS Budget

Eligible Costs	Quantity Description	Annual Assistance Requested
1. Equipment		
2. Software		
3. Personnel		
Total Annual HMIS Requested (enter in line 3 of summary budget)		

Summary Budget

Eligible Costs	Annual Assistance Requested		Grant Term (years)		Total Assistance Requested
1. Leasing Budget Request		X	1	=	
2. Supportive Services Budget Request		X	1	=	
3. HMIS Budget Request		X	1	=	
4. Sub-Total Costs Requested (sum lines 1 – 3)					
5. Admin (up 7% of line 4)					
6. Total Assistance Requested (sum lines 4 and 5) (must equal $723,357)					

Appendix A: Scoring Criteria

Scoring Component	Maximum Points Possible
1. Agency Contact Information	N/A – Not Scored
2. Agency Capacity:	20
3. Agency Experience:	15
4. Service Delivery:	20
5. Housing Stability & Increasing Self-Sufficiency: • HAND staff will review and score the applicants' current renewal project(s) according to the procedure given in the "FY2013 CoC Funding Competition" materials. The score or average scores achieved by the renewal project(s) will be used to determine the score for this section of the application as follows: o Score/Average Scores of Renewal Project(s) Component #1 (a & b): • 10 – 15 pts: 10 pts • 5 – 9 pts: 5 pts • 0 – 4 pts: 0 pts o Score/Average Scores of Renewal Project(s) Component #2(a & b): • 30 – 40 pts: 10 pts • 20 - 29 pts: 5 pts • 0 – 19 pts: 0 pts See below for an example of this scoring.	20
6. Cash Match and Leveraged Resources	10
7. Budget	10
8. Current Grant(s) Issues	5
Total Score	**100 total**

Component #5 Example

Agency ABC is applying for the grant transfer funds. This agency also has two CoC-funded PH projects up for renewal.

	Component #1a	Component #1b	Component Total	Component #2a	Component #2b	Component Total
PH Project #1	4	7.5	11.5	20	5	25
PH Project #2	7.5	7.5	15	20	10	30
	Component Average:		13.25	Component Average:		27.5
	Score for this application		**10**	Score for this application		**5**
Total Score for Grant Transfer Application	**15**					