

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange 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

1A-4. HMIS Lead: Homeless Action Network of Detroit

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	No	No	No
Local Jail(s)	No	No	No
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	No	No	No
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	No	No
Homeless or Formerly Homeless Persons	Yes	No	Yes

1B-1a. Describe in detail how the CoC solicits and 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. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The Detroit CoC includes representation from service provider organizations, public officials, local public housing authority, and other organizations. Membership in the CoC is open to any entity that has a commitment to preventing and ending homelessness.

Example 1: The Michigan Housing Development Authority (MSHDA), a PHA, sits on the CoC board. MSHDA is also a member of the CoC's Housing Resource Committee. Through this engagement with MSHDA, the CoC has drawn on MSHDA's knowledge of homelessness, resulting in a stronger relationship between MSHDA and the CoC. Specifically, leading to MSHDA allocating Housing Choice Vouchers for persons who are homeless.

Example 2: The CoC draws upon the knowledge and expertise of COTS, a direct provider of shelter, transitional housing, and permanent supportive housing to people who are homeless. A representative from COTS sits on the CoC Board, the Data Committee, the Performance Evaluation Committee, and the CAM Governance Committee.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Alternatives for Girls	Yes	Yes	No
Covenant House	No	Yes	No
Detroit Rescue Mission Ministries	No	Yes	No
Community Social Services Wayne County	No	Yes	No
Matrix Human Services	Yes	Yes	No
Ruth Ellis Center	Yes	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
COTS (CoC Funded D.V. Provider)	Yes	Yes
Freedom House (provider to survivors of trafficking)	Yes	No
Alternatives for Girls (provider to survivors of trafficking)	Yes	No
YWCA Interim House (non-CoC funded D.V. provider)	No	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The CoC accepts applications for new projects (Perm Housing Bonus & reallocated) from entities that have not previously received CoC funding. An email listserv was sent on 5/27/16 informing entities of a meeting on 6/14/16 explaining the process for applying for new funds. There are approx 300 contacts on this listserv. Meeting information was publicly posted on the Collab Applicant's website. The RFP for new funding was publicly posted to the Collab Applicant's website on 6/13/16. The RFP noted that eligible applicants had to be a nonprofit organization, State/local gov't, or a PHA.

The CoC review panel evaluates all new project apps and recommends the CoC Board which new project(s) should be included on the project listing. Factors considered in this determination include: the strength of the proposal, the applicant's experience in providing services to targeted population, and the applicant's capacity to administer federal funding. The CoC Board makes the final decision.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Bi-Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

- The Detroit CoC collaborates closely with the City of Detroit, the sole Con Plan jurisdiction in the CoC.
- The Detroit CoC meets with the City of Detroit at least monthly. The Detroit CoC also participates in the annual Con Plan updating process.
- The Detroit CoC meets at least four hours per month on average with the City of Detroit. Twice a year during ESG and CDBG funding cycles, the frequency and length of meetings increases significantly.
- The Detroit CoC and the City of Detroit have monthly planning meetings to discuss data/trends in homelessness, coordination of homeless resources, efficacy of service delivery models, and performance of projects. In addition, weekly emails or phone calls are exchanged between staff of each entity to discuss/resolve issues and provide updates on progress of shared plans/goals.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

- The CoC assists in drafting the ESG Request for Proposal, which sets forth the funding allocation and performance expectations. Additionally, the two entities developed written standards, which outline local priorities and expectations for the operation of projects and are utilized in establishing funding allocation and performance plans for homeless programs including ESG.
- PIT and HMIS data are provided by the CoC for updating the Con Plan. The CoC also works with the COD to produce the CAPER/eCart report, which is also utilized to update the Con Plan.
- Based upon the performance expectations outlined in the RFP, the CoC provides data reports to the COD to evaluate outcomes. In addition, the newly developed written standards also include performance outcomes and will be used to evaluate projects. After the first year of implementation, projects will be measured against the outcomes established in the written standards.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

1.Coordination with DV and non-DV service providers occur through coordinated entry. As part of CE, assessing for client safety is a primary question. DV survivors are assessed using the common assessment tool.

Based on the assessment & their identification as a DV survivor, a referral is made to the best resource that matches their need. This referral could include linkage to both victim & non-victim services & housing throughout the Detroit CoC based on availability & client choice. Within the Detroit CoC, specific services are offered for DV survivors through a non-CoC funded ES & a CoC-funded TH program. Through the CE process, DV survivors also have access to the variety of CoC-funded (TH, PH, SSO) & ESG funded (ES, RRH, Prev) programs that serve all populations.

2. Referrals for DV survivors & client info are not made through HMIS nor is the location of DV specific housing divulged to protect the privacy & maintain safety for the client. Instead a referral is made by phone.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Detroit Housing Commission	14.00%	Yes-HCV
Michigan State Housing Development Authority	16.00%	Yes-HCV

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)

Over 1,000 units of housing is available in the Detroit CoC to people experiencing homelessness through low-income housing tax credit (LIHTC) projects awarded by the Michigan State Housing Development Authority. LIHTC developers work with nonprofits to ensure service provisions are available in addition to permanent housing units. These nonprofits also assist in identifying and verifying homelessness to ensure the units are occupied by homeless person. Set asides for people experiencing homelessness are incentivized during the LIHTC competition process by the awarding of additional points on applications that include these types of units. The City of Detroit also utilizes HOME funds to encourage the development of PSH projects such as the 115

unit Bell Building and 27 unit Charlotte Apartments.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

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

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

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

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

The CoC works with two FQHCs, Advantage Health Centers & Detroit Central City, to coordinate healthcare & housing opportunities for people experiencing homelessness. Despite these relationships it has been difficult to coordinate discharge planning with the healthcare systems because there are no state mandated policies. A Frequent Users System Engagement (FUSE) initiative, aimed at providing a coordinated response to the need for housing for people leaving health care settings, has had some success but struggles due to privacy concerns expressed by participating hospitals. The VAMC does coordinate with the CoC. The CoC has been in discussion to share HMIS data with healthcare providers. We hope this will provide some traction in building relationships with the healthcare system. In the fall, the CoC will also be participating in monthly resource meetings with the Detroit Medical Center & Wayne State University to help connect homeless patients with resources including housing.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

Identify: Telephone access is one method to identify clients. The CE also has mobilized staff in shelters. Thirdly, outreach teams are deployed to those who are least likely to access CE.

Engage: CE Lead Agency staff administer a common assessment within 14 days to identify the best program and ensure persons receive assistance and are housed as quickly as possible.

Assist: Households are referred to and prioritized for the most appropriate program based on the score received on the assessment and local prioritization factors such as chronicity and literal homelessness. Navigators assists clients in housing search and gathering eligibility documentation to make the housing process easier. All CoC-funded projects are required to practice Housing First and have minimum admission requirements to reduce barriers to access.

The CoC has a by-name veterans list that was created through HMIS records. The CoC has also created the first draft of the chronic BNL.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to

do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	49
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	8
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	41
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input type="checkbox"/>
Families with Children	<input type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The severity of the needs of participants are taken into account when determining project application priority ranking as PSH projects which served at least 50% of chronically homeless clients over the past year are ranked higher on the project priority list than other projects.

Also, because the Safe Haven (SH) project serves people with high needs, the expected employment outcomes for this project are significantly lower than that of other project types. The SH project must demonstrate at least 5% of their clients exited with employment income; for all other projects, this threshold is 20%.

The SH project is also evaluated based on the extent to which clients exit either a permanent housing destination or a “care setting” (foster care, psych facility, substance abuse/detox, or hospitalization). Evaluating the project on these exit destinations recognizes that for some clients the most appropriate destination for their needs is not permanent housing, but a “care setting”.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

All information related to the review, ranking, and selection criteria is posted publicly on the Collaborative Applicant’s website. Notification is sent via email to stakeholders when information is posted.

The local CoC review process for renewal funding and the Request for Proposals for new project funding were posted on 6/10/16
The preliminary ranking policies were posted on 6/10/16

The final ranking policies were posted on 8/30/16
The final project ranking list was posted on 8/30/16

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/09/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/05/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC monitors recipient's performance annually through a local application and evaluation process. APRs and HMIS data is submitted by the project and reviewed by the Collab App. Points are awarded with a minimum score required to be submitted for funding. Factors in this monitoring include:

- + Utilization rates
- + Increasing housing stability
- + Destination upon program exit
- + Increasing participant income
- + Connecting participants to mainstream benefits

Projects are scored on their performance on these components, and are expected to meet certain benchmarks to earn full points. These benchmarks are established based on the project type and are aligned with the CoC's goals. Future monitoring may consider the length of time participants are homeless and participant eligibility.

Project capacity is monitored on: timely APR submissions, the extent to which funds have been recaptured, and HUD monitoring findings. This information is reported to the Collab App by the project.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing? Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. 13-14 - Governance Charter

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software Service Point

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Systems

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

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

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

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$290,233
ESG	\$55,696
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$345,929

2B-2.2 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-2.3 Funding Type: State and Local

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

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$72,557
Private - Total Amount	\$72,557

2B-2.5 Funding Type: Other

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

2B-2.6 Total Budget for Operating Year	\$418,486
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,352	67	1,285	100.00%
Safe Haven (SH) beds	21	0	21	100.00%
Transitional Housing (TH) beds	1,152	60	1,092	100.00%
Rapid Re-Housing (RRH) beds	530	0	530	100.00%
Permanent Supportive Housing (PSH) beds	2,564	0	2,564	100.00%
Other Permanent Housing (OPH) beds	2,806	0	0	0.00%

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

We are currently not tracking the Housing Choice Vouchers (HCV-Section 8) per bed in HMIS. However we are tracking all of the HCV additions to the wait-list as well as the clients destination as housed with a HCV voucher when that information is available. We also track these clients movement through the continuum's coordinated process and referrals to other resources/beds that are tracked through HMIS. In the next 12 months we will continue to document all clients accessing the HCV wait-list in HMIS and document them in HMIS as housed through HCV when that information is shared.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please

indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>
Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input checked="" type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Semi-Annually

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	1%
3.3 Date of birth	1%	0%
3.4 Race	1%	0%
3.5 Ethnicity	1%	0%
3.6 Gender	1%	0%
3.7 Veteran status	1%	0%
3.8 Disabling condition	1%	0%
3.9 Residence prior to project entry	1%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	12%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	5%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

12

2D-4. How frequently does the CoC review data quality in the HMIS?

Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
CDBG-HOMELESS PUBLIC SERVICE	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

Our sheltered PIT methods included reviewing and using HMIS data. All emergency shelter, safe haven, and transitional housing providers using HMIS as of the 2016 PIT were provided training by the HMIS Administrators. Why

This Was Done: We used the HMIS data as this is where our data lies. With a 98% coverage rate, we trust the quality of the data in the system to provide us a complete and accurate census count. Training provided to HMIS Administrators demonstrated how to accurately enter and clean up data in HMIS for clients in service on the night of the PIT.

Additionally, interviews of sheltered persons were done to confirm the shelter count by providers not using HMIS on the night of the PIT. Providers at these programs received training and survey forms to collect this information on the night of the PIT. Why This Was Done: This was done to maximize our coverage and capture an accurate count of sheltered homeless persons for our 2016 PIT.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

N/A

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

In 2016, 3 Emergency Shelter programs and 3 Transitional Housing programs were added to the sheltered PIT. This change reflects 3 new projects funded in our Continuum, and 3 new projects who started entering data into our HMIS.

Two transitional housing and 3 emergency shelter programs were not included from the 2015 sheltered PIT count. These changes reflect programs where funding did not permit service to continue in 2016 and new guidance that excluded inclusion of VA-Domiciliary from being counted as an Emergency Shelter resource.

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

N/A

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/27/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 05/02/2016

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="" type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Our unsheltered PIT count included use of “night of the count” canvassing where PIT volunteers covered the entire CoC geography. Information was provided to PIT volunteers on known locations specific to their assigned geography for canvassing. Why This Was Done: This combination of methods helped us to ensure complete coverage as well as count all unsheltered people encountered.

We also conducted “service-based count” surveys within 7 days following the PIT. Volunteers were first trained on completing an interview form to collect PII and sub-population info for the unsheltered PIT count. Volunteers conducted interviews at soup kitchens and drop in centers known to be frequently accessed by persons experiencing homelessness. Each participant was asked where they had been sleeping on the night of 1/27/2016. Why This Was Done: These methods were used to ensure the highest quality count of people who had been unsheltered on the night of the PIT, but were not found during

canvassing.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

N/A

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

N/A

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

Prior to the 2016 unsheltered count, our Continuum worked to develop better stakeholder engagement among local partners. As a result, on the night of the PIT count, we had more volunteers and an additional large scale event. This event brought unsheltered persons indoors where they were surveyed and provided supportive services on site. Additionally, there were more locations where service-based interviews were conducted in the 7 days following our PIT count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

*** 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2,597	2,335	-262
Emergency Shelter Total	1,312	1,182	-130
Safe Haven Total	22	21	-1
Transitional Housing Total	1,112	939	-173
Total Sheltered Count	2,446	2,142	-304
Total Unsheltered Count	151	193	42

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	9,688
Emergency Shelter Total	8,014
Safe Haven Total	50
Transitional Housing Total	2,229

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

The CoC uses prevention funding as a primary means to reduce the number of people who become homeless for the first time.

Risk factors for homelessness are identified via a research-based tool, the Risk Prevention Matrix. The tool identifies key factors putting a household at risk of homelessness. Households with more risk factors are prioritized for prevention.

Most sources of prevention assistance are incorporated in the CoCs CE process. These sources and their amounts for '16-'17 are estimated to include:
State ESG: \$44,301
City ESG: \$175,000
CDBG: \$487,347
SSVF: \$284,056

A diversion program will pilot in 2016 between the CE lead agency and a family shelter. This pilot program is funded by the City of Detroit and State of MI and will divert families at risk of entering shelter to other resources.

An additional partnership is the State's Pathways To Potential program which works in local schools to provide utility assistance to families at-risk of homelessness.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

Data from FY14 and FY15 show that the LOT persons have been homeless has not changed; the average LOT persons are homeless in ES and SH is 60 days, and the average in ES, SH, and TH is approx 100 days.

To reduce the LOT homeless, families are paired with RRH. Navigation services are provided to help families quickly get needed documentation and find units to rent.

All CoC and ESG funded projects report the LOT people are homeless in HMIS. The HMIS system has open sharing, so a client's record of homelessness is viewable to most homeless providers in the CoC.

ESG projects identify those who have been in the projects the longest to identify and work towards removing barriers preventing people from becoming housed.

The CoC's order of priority for PSH first houses people who are chronically homeless. Additional priorities house those homeless the longest. Persons housed via RRH are prioritized via their SPDAT score; LOT homeless is one of the elements assessed on the SPDAT.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:
 Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	2,788
Of the persons in the Universe above, how many of those exited to permanent destinations?	2,112
% Successful Exits	75.75%

3A-4b. Exit To or Retention Of Permanent Housing:
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	2,244
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	2,159
% Successful Retentions/Exits	96.21%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

An average of 23% of persons who exit homelessness to housing return to homelessness within the first 6 months. However, after having been housed for 24 months, the average rate of return drops to only 7%.

The following strategies have been implemented to minimize a person's return to homelessness:

- Persons receiving RRH who are assessed as needing longer-term subsidies

are prioritized for HCV

- Approx. \$990,704 in ESG, SSVF, CDBG for prevention
- A diversion pilot program will be implemented at a family shelter in 2016
- The system performance measure report will be used to monitor progress
- The CE process identifies the right housing intervention for people reducing the likelihood they will return to homelessness

HMIS is used to monitor returns to homelessness. The HMIS has open sharing so if a client presents for services, it can be known from the client's record if s/he had previously exited an RRH, TH, or PSH project to PH and has now returned to homelessness.

3A-6. Performance Measure: Job and Income Growth.
Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)

Many CoC-funded projects directly provide employment services within their program. As given in the FY16 project apps, these organizations include CCSS, CSSWC, Cov House, DCC, DRM, Freedom House, Mariners Inn, NSO, SWCS, SWHS, TASMD, & UCHC. Vets served by these agencies are referred for Vets benefits.

The primary strategy of CoC projects to increase non-employment income is SOAR, which is led by the State. The following CoC-funded orgs have staff trained to complete SOAR applications: CCSS, Detroit Central City, Detroit East, NSO, Positive Images, and Southwest Counseling. Over the past year, decisions on SOAR applications were made in an average of 59 days. SOAR will continue to be implemented in the coming year by the State and the above-named providers.

CoC funded projects success for adults served in FY15:
93% had at least one source of mainstream benefit non-cash income
13% had an increase in employment income
32% had an increase in non-employment cash income

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)

Engaging the mainstream workforce development system and mainstream employment organizations in serving people who are homeless in Detroit has been challenging. While individual homeless service providers may have relationships with these entities, there is currently no system-wide process in place. Efforts have been made in the past to engage the Detroit Workforce Development Department with the homeless service system. Although past efforts have not brought about the system-wide outcomes hoped for, with recent changes in City administration and other changes within the City's workforce

development system, the CoC is optimistic that future efforts to connect people who are homeless with mainstream employment organizations will be more successful.

Agencies also assist their homeless clients with applying for State (DHS) benefits. As part of this process, DHS then refers these individuals to mainstream employment providers.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count? (limit 1000 characters)

The Detroit CoC has 9 teams that conduct outreach to unsheltered homeless. These teams conduct outreach during different times of day, and target places where people are known to be living in unsheltered locations. 100% of the CoCs area is covered by outreach. Staff engage persons on the street, assisting them to enter shelter if the person chooses.

All outreach teams report in HMIS, which has open sharing and allows for identification and tracking of clients who are unsheltered.

When an unsheltered person calls the CoC's coordinated entry system, either an outreach team is deployed to the person's location, or the person is informed of the closest location of an outreach team. Upon connecting with the outreach teams, the person is assessed.

Outreach staff use the CoC's common assessment tools for people who are unsheltered. Based on the assessment, persons are brought into the coordinated entry process and referred to the most appropriate permanent housing provider.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)? (limit 1000 characters)

N/A

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy) 08/12/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data. (limit 1500 characters)

N/A

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

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	263	329	66
Sheltered Count of chronically homeless persons	183	226	43
Unsheltered Count of chronically homeless persons	80	103	23

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
 (limit 1000 characters)**

The TOTAL number of chronically homeless (sheltered & unsheltered) and the total number of UNSHELTERED chronically homeless increased from '15 to '16.

TOTAL Count increased due to:
+ More chronically homeless in the CoC's Safe Haven on the PIT
+ More chronically homeless in ES due to the street outreach having greater success in getting people into shelter

UNSHELTERED Count increased due to:
+ Change in PIT methodology: In '16, an open house event was held specifically for the homeless in order to determine if they were unsheltered on the night of the PIT. This event was not held in '15, and resulted in additional unsheltered persons counted, including additional unsheltered chronically homeless.
+ Change in participation of programs: There were 12 locations for the next-day service-based count in '16, vs 7 locations in '15. This lead to more unsheltered people counted via the service-based count in '16 than in '15, including more unsheltered chronically homeless.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	717	783	66

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

The number of new PSH beds dedicated to the chronically homeless increased between 2015 and 2016. This increase was due to new PSH projects for chronically homeless beds becoming available for the first time in 2016 and several providers of rental assistance/leasing dedicating additional beds to the chronically homeless.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for No

Documenting Chronic Homeless Status?

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

The Detroit CoC is a Zero: 2016 community, and therefore has committed to ending chronic homelessness by the end of 2016. At this time, it is unknown if the Detroit CoC is on track to end chronic homelessness by the end of 2016. In order for the CoC to know if it is on track to end chronic homelessness, it will be necessary to have developed a by-name list of people who are chronically homeless. Additionally, the Detroit CoC is currently focusing its efforts on ending Veterans homelessness by the end of 2016. Because the Detroit CoC is on track to end Veterans homelessness by the end of 2016, in early 2017 the CoC’s focus will shift to implementing the by-name list of people who are chronically homeless and dedicating a focused effort to housing those individuals. The CoC has begun work on developing the chronic by-name-list; however, technical assistance on developing and maintaining this by-name list would be beneficial.

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

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

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
Chronically homeless families	<input checked="" type="checkbox"/>
Level of acuity (SPDAT score)	<input checked="" type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)

The current average length of time families are homeless in ES is 60 days. To move towards housing families within 30 days, the following steps will be taken in the coming year:

- All ES in the CoC are part of the CoC’s coordinated entry system. The shelter completes a prescreen (VISPDAT) when a family enters ES. Based on this prescreen, a full assessment (SPDAT) is completed within 14 days to determine the family’s level of acuity. Based on the assessment, families are referred to the appropriate provider (RRH or PSH). Referrals are prioritized based on score.
- Once referred to RRH, immediate steps begin to gather paperwork and locate a unit. Housing families within 30 days if often hampered by the lack of housing stock that will pass inspection the first time.
- All of the CoC’s RRH resources are incorporated into the CE process, which for '16-'17 is estimated to be:
State ESG: \$228,607
City ESG: \$1,050,000
City CDBG: \$925,000
SSVF: \$1,394,320
CoC: \$3,523,608

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	139	97	-42

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	209	220	11
Sheltered Count of homeless households with children:	209	217	8
Unsheltered Count of homeless households with children:	0	3	3

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

SHELTERED HOUSEHOLDS WITH CHILDREN

The number of sheltered families increased from '15 to '16. One reason for this increase may be due to there being 30 more ES beds and 24 more TH beds for families in '16 than in '15. Family beds are generally always occupied; therefore additional beds for families correlate to an increase in sheltered families.

UNSHeltered HOUSEHOLDS WITH CHILDREN

There was an increase in unsheltered families. Reasons for this increase may be linked to a change in the '16 PIT methodology:
 + An open house event was held in '16 for the homeless in order to determine if they were unsheltered. This event was not held in '15, and resulted in additional unsheltered persons counted.
 + The number of programs participating in the service-based count the days following the street count increased by 70% from '15 to '16, resulting in more unsheltered being counted via this method.
 + Milder weather in '16 compared to '15 may have impacted the unsheltered count.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input checked="" type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input checked="" type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input checked="" type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	278	531	253

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

N/A

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$4,462,071.00	\$3,837,217.00	(\$624,854.00)
CoC Program funding for youth homelessness dedicated projects:	\$1,483,632.00	\$1,369,778.00	(\$113,854.00)
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$2,978,439.00	\$2,467,439.00	(\$511,000.00)

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	2
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	1
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	6

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)

There is a Detroit Public Schools (DPS) liaison on the CoC Board. He is assigned to the CoC and works with both CoC & ESG recipients. Staff from agencies and the liaison identify homeless families. Through a referral by the liaison or agency staff, identified families are connected to resources. The liaisons & DPS rep share info about available educational and housing

resources at CoC meetings.

The Education Liaison (EL) position was created to ensure that service providers & school staff are connected and informed of available resources. Housed at Wayne Metro, the EL is responsible for connecting 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. The EL has a small budget to assist families in need of school supplies & other related items. The EL also works with a pilot diversion program to prevent homelessness of families within DPS.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)**

The Education Liaison informs families of their eligibility for educational services and programs that help parents determine what best suits their family's needs. 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 policies 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.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

Yes. Matrix Human Services and Southwest Counseling Solutions each have a head start program. Coalition on Temporary Shelter (COTS) has a licensed daycare program on-site at its family emergency shelter. Additionally, the Salvation Army's family emergency shelter has an agreement with Southwest Counseling Solution's Head Start program, in that Head Start services are now provided on-site to families in the shelter.

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

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	486	354	-132
Sheltered count of homeless veterans:	480	336	-144
Unsheltered count of homeless veterans:	6	18	12

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The number of veterans counted in the 2016 PIT count decreased by 132 (27%) since the 2015 PIT count. This decrease is directly related to the success of the Zero: 2016 campaign and housing homeless veterans from the CoC's by-name-list of homeless veterans. Over the past year, the CoC, in partnership with the VA Medical Center, SSVF providers, GPD providers, and other homeless service providers, have had a focused, concerted effort to target and prioritize veterans for permanent housing resources. All homeless veterans in the CoC are on the by-name-list and are prioritized for housing. The fact that there were fewer homeless veterans in the 2016 PIT than in the prior year is because more veterans are being moved into permanent housing.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

How outreach identifies veterans: All outreach teams canvass areas of the city where unsheltered persons are known to be and ask those persons if they have ever served in the military or have received services from the VA.

How veterans are assessed to determine eligibility for VA services & housing: All homeless veterans are on the by-name-list. All of the veterans on this list are assigned to an SSVF case worker. The SSVF case worker assesses the veterans eligibility for SSVF and other housing resources. VA staff assesses veterans for VASH eligibility.

Steps that non-VA funded organizations use to engage with VA funded organizations or VAMC: Veterans currently residing in non-VA funded ES and TH are identified via HMIS by generating a weekly report from HMIS. These names are included on the CoC's by-name-list. The veterans are contacted by an assigned SSVF worker to get placed into housing. Additionally, the ES or TH provider will refer the veteran to the VAMC for services.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	377	336	-10.88%
Unsheltered Count of homeless veterans:	0	18	0.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The following strategies are being implemented that are anticipated to result in

Detroit ending veteran homelessness by the end of 2016:

- 1) Detroit's Mayor has signed on to the Mayor's Challenge, resulting in a commitment from the City to support these efforts
- 2) All homeless veterans are on the CoC's By-Name-List (BNL)
- 3) The BNL is updated bi-weekly, using data from HMIS and the VA
- 4) Bi-weekly case conferencing meetings are held with staff from VASH, SSVF, and GPD providers. All vets on the BNL are assigned to an SSVF case manager who is responsible for helping move the veteran into permanent housing.
- 5) The CoC held a community meeting on 8/30/16 to review progress towards ending vets homelessness and identified barriers and opportunities to continue progress towards this goal.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	47
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	47
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

1. Healthcare for the Homeless/Advantage Health Centers: MI expanded Medicaid in '14. The CoC partnered with AHC to enroll homeless clients. Having served over 2,430 and 2,280 experiencing homelessness in '14 and '15 respectively, AHC assisted many of these individuals to enroll in health insurance in '14 and '15.
2. Dept of Health & Human Services (DHHS), Wayne County: To ensure those who are enrolled remain enrolled, the CoC has partnered with the Wayne County DHHS to provide a DHHS eligibility specialist at two homeless service

provider locations to work with people experiencing homelessness.
 3. Detroit Central City: The CoC works with DCC to facilitate enrollment of clients in Medicaid expansion or other marketplace plans (where appropriate). In '14 and '15, they served over 170 and 920 people experiencing homelessness respectively and help to assist them in healthcare enrollment.

Hospitals & clinics also assist with enrolling clients as per their standard course of care.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
Co-locate FQHC facility within PSH Development	<input checked="" type="checkbox"/>
Partner with street medicine teams	<input checked="" type="checkbox"/>
Co-locate medical personnel in shelters	<input checked="" type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	46
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	46
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	46
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	46
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
--------------------------------	---

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	404	371	-33

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? Yes

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135? (limit 1000 characters)

The recipient of funds that include section 3 covered projects will notify potential contractors of the section 3 requirements incorporate the section 3 clauses set forth in 24 CFR 135.38 in all solicitations and contracts. This will ensure that employment, training and other economic opportunities will be directed to low or very low income persons. Also, the recipient shall implement procedures designed to notify section 3 residents about training and employment opportunities generated by section 3 covered assistance by completing the following activities: a. Establish a preference policy for hiring low or very low income persons residing in the service area; b. Advertise at social service agencies; c. Advertise at Employment, Training, Community centers, and local newspapers; and d. Establish a preference policy for Section 3 for competitive contracts that are greater than \$100,000.

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, 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 2500 characters)

N/A

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, 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)

N/A

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:		
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	<input checked="" type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input checked="" type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
Written Standards	<input checked="" type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
CoC Governance	04/01/2016	5
Coordinated Entry	03/01/2016	4
Homeless Subpops targeted by Opening Doors (Veterans)	03/01/2016	3
Written Standards	05/01/2016	5

4C. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	MI-501_Notice to ...	08/31/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	MI-501 Public Pos...	09/09/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	MI-501_FY2016 Pro...	09/07/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	MI-501_Public pos...	09/07/2016
05. CoCs Process for Reallocating	Yes	MI-501_Process fo...	09/07/2016
06. CoC's Governance Charter	Yes	MI-501 CoC Govern...	08/05/2016
07. HMIS Policy and Procedures Manual	Yes	MI-501 HMIS Polic...	08/05/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	MI-501 PHA Plan (...)	09/07/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	MI-501 HDX-System...	08/17/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: MI-501_Notice to Rejected Applicants_FY2016

Attachment Details

Document Description: MI-501 Public Posting Evidence

Attachment Details

Document Description: MI-501_FY2016 Project Review and Rating Procedures

Attachment Details

Document Description: MI-501_Public posting of review and rating FY2016

Attachment Details

Document Description: MI-501_Process for Reallocating

Attachment Details

Document Description: MI-501 CoC Governance Charter

Attachment Details

Document Description: MI-501 HMIS Policies & Procedures_Oct 2015

Attachment Details

Document Description:

Attachment Details

Document Description: MI-501 PHA Plan (Applicable Sections Only)

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: MI-501 HDX-System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	08/11/2016
1B. CoC Engagement	09/13/2016
1C. Coordination	09/13/2016
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	09/13/2016

1D. CoC Discharge Planning	08/29/2016
1E. Coordinated Assessment	09/13/2016
1F. Project Review	09/01/2016
1G. Addressing Project Capacity	08/29/2016
2A. HMIS Implementation	08/30/2016
2B. HMIS Funding Sources	09/13/2016
2C. HMIS Beds	09/13/2016
2D. HMIS Data Quality	08/30/2016
2E. Sheltered PIT	08/24/2016
2F. Sheltered Data - Methods	09/01/2016
2G. Sheltered Data - Quality	08/24/2016
2H. Unsheltered PIT	08/24/2016
2I. Unsheltered Data - Methods	09/01/2016
2J. Unsheltered Data - Quality	08/24/2016
3A. System Performance	09/09/2016
3B. Objective 1	08/29/2016
3B. Objective 2	09/08/2016
3B. Objective 3	08/29/2016
4A. Benefits	09/09/2016
4B. Additional Policies	09/13/2016
4C. Attachments	09/09/2016
Submission Summary	No Input Required



3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 221-8383 www.handetroit.org

Memo

To: U.S. Department of Housing & Urban Development
From: Detroit Continuum of Care Collaborative Applicant, the Homeless Action Network of Detroit
Date: August 31, 2016
Re: Notice to Rejected Applicants in FY2016 CoC competition

Renewal Projects

In the FY2016 CoC competition, the CoC made the decision to not submit for renewal one of the CoC's renewal projects due to the project not meeting CoC performance thresholds. This project was notified of this decision on August 5, 2016. Consequently, this project was never submitted in eSNAPS.

All of the remaining renewal projects in the CoC that were submitted to the CoC for renewal funding in FY2016 were accepted for ranking.

New Projects

The CoC held an open competition for new project funding. Of the five applications submitted for this funding, two were accepted for submission. The three that were not selected for funding were informed of this decision on August 4, 2016.

Evidence of Notification

Evidence of notification of the above is provided in the attached:

- Public posting of the FY2016 Project Ranking List
- Notification email and letter sent to rejected renewal project
- Notification emails and letters sent to denied new project applicants



Final FY2016 Detroit Continuum of Care Project Priority Ranking List

August 30, 2016

Background

The Detroit CoC Board approved the preliminary ranking policies on May 2, 2016, prior to the release of the FY2016 CoC Program Notice of Funding Availability (NOFA). The preliminary policies were approved noting that adjustments may need to be made following the release of the FY2016 NOFA to ensure the policies aligned with, and did not contradict, the NOFA. Following the release of the FY2016 NOFA on June 29, 2016, it was determined these policies do not contradict the NOFA. The Values & Funding Priorities Taskforce approved the final ranking policies on August 8, 2016. Following this approval, minor adjustments to the language in the policies were made to ensure the policies accurately accounted for the entire portfolio of projects being submitted for funding. The Values & Funding Priorities Taskforce affirmed these adjustments on August 30, 2016.

Final Project Priority Ranking List

This document includes the final ranking list for the FY2016 HUD Continuum of Care competition. This document was made available on the website of the Collaborative Applicant, the Homeless Action Network of Detroit (HAND) on August 30, 2016, and may be accessed [here](#). This list was also distributed via email to all applicants.

Acceptance of Projects for Ranking

Renewal Projects

Renewal project applications were due to the Collaborative Applicant on June 21, 2016. Following the project review and scoring process, a recommendation was made to the Detroit CoC Board to not submit one of the CoC's renewal projects. The CoC Board approved this recommendation on August 1, 2016; the agency was informed of this decision on August 5, 2016. As a result of this decision, this project was not submitted in eSNAPS. The remaining renewal projects that were submitted to the CoC for renewal funding in FY2016 were accepted for ranking.

New Projects

A competitive application process was held for new project funding. New project applications were due to the Collaborative Applicant on July 11, 2016. Five applications were received in response to the Request for Proposals (RFP). Following the new project review process, the Detroit CoC Board approved two new project applications to be ranked and submitted for funding. Applicants were notified via email on August 4, 2016 if their new project application was selected for submission to HUD.

Tier 1/Tier 2 Funding Available

In FY2016, the Detroit CoC has the following amount of funding available in Tier 1 and Tier 2 for projects:

Annual Renewal Demand (ARD)*	\$ 23,443,227
Tier 1 (93% ARD)	\$ 21,802,201
Tier 2 (sum of two numbers below)	\$ 2,813,187
7% ARD	\$ 1,641,026
Total amount available for Permanent Housing Bonus (5% ARD)	\$ 1,172,161
Total Amount of Project Funding That May Be Requested (exclusive of CoC Planning grant)	\$ 24,615,388

*ARD is the amount of funding needed in order to fund all renewals for 1 year

HUD will fund Tier 1 projects according to CoC score. HUD will fund Tier 2 projects according to both the CoC and the project score, as described in the FY2016 CoC NOFA.

FY2016 Detroit CoC Project Priority Ranking List

Rank	Grantee	Project Name	Project Type	Total Request	Cumulative Total	2A	2B (tie-breaker)	1A (tie-breaker)	% Chronically Homeless Served (PSH only)	Highest Score received on application	Time submitted to HAND
TIER 1 PROJECTS											
CoC Infrastructure (Ranking Policy #1)											
1	HAND	HMIS	HMIS	\$ 194,078	\$ 194,078	N/A	N/A	N/A			
2	HAND	HMIS Expansion	HMIS	\$ 96,155	\$ 290,233	N/A	N/A	N/A			
3	HAND (Southwest Counseling sub.)	CAM SSO	SSO	\$ 200,000	\$ 490,233	N/A	N/A	N/A			
	CoC Planning: N/A, not included in project ranking in FY2016										
New Projects Created via Reallocation (Ranking Policy #2)											
4	NLSM	Project Hope II ¹	PH: PSH	\$ 713,343	\$ 1,203,576				N/A		
5	Community & Home Supports	New CE SSO	SSO	\$ 693,486	\$ 1,897,062						
6	Southwest Counseling Solutions	New CE SSO	SSO	\$ 321,655	\$ 2,218,717						
New Permanent Housing Bonus Projects (Ranking Policy #3)											
7	Cass Community Social Services	Thomasson Apartments ²	PH: PSH	\$ 1,172,161	\$ 3,390,878				N/A		
First Time Renewal Permanent Housing Projects (Ranking Policy #4)											
8	MDHHS	Detroit FUSE	PH: PSH	\$ 211,218	\$ 3,602,096	85%	71%	80%	N/A	55	
9	Cass Community Social Services	Webb PSH	PH: PSH	\$ 207,222	\$ 3,809,318	N/A	N/A	N/A	N/A	32	6/20, 2:03PM
10	Cass Community Social Services	Scott PSH	PH: PSH	\$ 198,008	\$ 4,007,326	N/A	N/A	N/A	N/A	32	6/20, 2:03PM
11	Detroit Rescue Mission Ministries	Cornerstone PSH	PH: PSH	\$ 466,048	\$ 4,473,374	N/A	N/A	N/A	N/A	32	6/21, 1:30pm
12	Community & Home Supports	Perm Community Supports	PH: PSH	\$ 504,620	\$ 4,977,994	N/A	N/A	N/A	N/A	27	
13	NSO	New RRH	PH: RRH	\$ 557,245	\$ 5,535,239	N/A	N/A	N/A		32	
14	Southwest Counseling Solutions	CAM RRH	PH: RRH	\$ 364,695	\$ 5,899,934	N/A	N/A	N/A		29	
15	Southwest Counseling Solutions	CAM SSO	SSO	\$ 200,000	\$ 6,099,934	N/A	N/A	N/A		9	
Permanent Supportive Housing Projects Served at least 50% Chronically Homeles During 2015 (Ranking Policy #5)											
16	D/WMHA	Southwest Counseling Matrix	PH: PSH	\$ 42,281	\$ 6,142,215	100%	100%		100%		
17	Travelers Aid	Infinity	PH: PSH	\$ 1,001,000	\$ 7,143,215	100%	98%		96%		
18	COTS	Pathways	PH: PSH	\$ 732,783	\$ 7,875,998	100%	88%		53%		

FY2016 Detroit CoC Project Priority Ranking List

Rank	Grantee	Project Name	Project Type	Total Request	Cumulative Total	2A	2B (tie-breaker)	1A (tie-breaker)	% Chronically Homeless Served (PSH only)	Highest Score received on application	Time submitted to HAND
19	MDHHS	Southwest Springwells S+C	PH: PSH	\$ 198,377	\$ 8,074,375	100%	78%		53%		
20	Southwest Counseling Solutions	ICMCHCAM	PH: PSH	\$ 370,694	\$ 8,445,069	100%	54%		90%		
21	Detroit Rescue Mission Ministries	Douglass Project	PH: PSH	\$ 561,332	\$ 9,006,401	100%	N/A		80%		
22	Travelers Aid	BEIT	PH: PSH	\$ 925,290	\$ 9,931,691	99%	104%		93%		
23	Detroit Central City	Permanent Supportive Housing	PH: PSH	\$ 1,076,080	\$ 11,007,771	99%	94%		55%		
24	Southwest Counseling Solutions	Housing Recovery Program	PH: PSH	\$ 498,139	\$ 11,505,910	99%	85%		92%		
25	MDHHS	Development Centers (Consolidated Grant)	PH: PSH	\$ 2,399,976	\$ 13,905,886	98%	121%		50%		
26	D/WMHA	Supportive Housing Program - DCI/Omega	PH: PSH	\$ 481,412	\$ 14,387,298	98%	91%		70%		
27	MDHHS	Southwest Counseling Chronically Homeless II	PH: PSH	\$ 490,464	\$ 14,877,762	97%	94%		98%		
28	NSO	SHP Leasing (Bridges Supportive Housing)	PH: PSH	\$ 340,012	\$ 15,217,774	97%	93%		85%		
29	D/WMHA	Southwest Housing Partners S+C	PH: PSH	\$ 235,744	\$ 15,453,518	97%	91%		62%		
30	NSO	Bell Housing	PH: PSH	\$ 520,401	\$ 15,973,919	95%			87%		
31	MDHHS	Southwest Samaritan S+C III	PH: PSH	\$ 395,945	\$ 16,369,864	94%	96%		100%		
32	MDHHS	NSO/COTS	PH: PSH	\$ 99,468	\$ 16,469,332	94%	79%		88%		
33	Mariners Inn	Mariners Inn Permanent Housing	PH: PSH	\$ 248,628	\$ 16,717,960	82%			67%		
Permanent Supportive Housing Projects served less than 50% Chronically Homeles Over Last Year and RRH, Performed at least 90% on 2A (Ranking Policy #6)											
34	D/WMHA	Detroit East Health Services S+C	PH: PSH	\$ 317,635	\$ 17,035,595	100%	122%		36%		
35	D/WMHA	Detroit East Health Svcs Permanent Housing	PH: PSH	\$ 426,328	\$ 17,461,923	100%	98%		32%		
36	COTS	Bursemeyer Manor	PH: PSH	\$ 141,686	\$ 17,603,609	100%	93%		21%		
37	Detroit Rescue Mission Ministries	My Own Place	PH: PSH	\$ 235,772	\$ 17,839,381	100%	80%		42%		
38	NLSM	Project Permanency One	PH: RRH	\$ 890,659	\$ 18,730,040	100%	N/A				

FY2016 Detroit CoC Project Priority Ranking List

Rank	Grantee	Project Name	Project Type	Total Request	Cumulative Total	2A	2B (tie-breaker)	1A (tie-breaker)	% Chronically Homeless Served (PSH only)	Highest Score received on application	Time submitted to HAND
39	Detroit Rescue Mission Ministries	Maranatha	PH: PSH	\$ 425,846	\$ 19,155,886	99%			49%		
40	Cass Community Social Services	Cass Apartments	PH: PSH	\$ 329,328	\$ 19,485,214	98%			45%		
41	Southwest Housing Solutions	Wilshire Apartments	PH: PSH	\$ 136,752	\$ 19,621,966	94%			35%		
All Remaining TH, SH, SSO, PSH, and RRH (Ranking Policy #7)											
42	Community Social Services	Teen Empowerment Program	SSO	\$ 184,873	\$ 19,806,839	100%	100%	89%			
43	D/WMHA	Detroit East New Beginnings	SSO	\$ 130,248	\$ 19,937,087	100%	100%	88%			
44	UCHC	PSH for the Homeless	SSO	\$ 580,310	\$ 20,517,397	100%	100%	66%			
45	Travelers Aid	SHOP I	TH	\$ 227,076	\$ 20,744,473	100%	91%				
46	Community Social Services	Teen Infant Parenting Services (TIPS)	TH	\$ 362,392	\$ 21,106,865	98%	83%				
47	Detroit Rescue Mission Ministries	Genesis House II: Tier 1 amount ³	TH	\$ 695,336	\$ 21,802,201	98%	80%				
Tier 1 Limit = \$21,802,201											
TIER 2 PROJECTS											
47	Detroit Rescue Mission Ministries	Genesis House II: Tier 2 amount	TH	\$ 382,532	\$ 22,184,733	98%	80%				
48	Detroit Rescue Mission Ministries	Genesis House I/Teen Moms	TH	\$ 414,457	\$ 22,599,190	97%					
49	UCHC	Target Home	SSO	\$ 475,341	\$ 23,074,531	95%					
50	Freedom House	New Beginnings/New American Homeless	TH	\$ 390,841	\$ 23,465,372	93%					
51	Cass Community Social Services	Safe Haven	SH	\$ 428,000	\$ 23,893,372	87%					
52	COTS	Domestic Violence TH	TH	\$ 313,960	\$ 24,207,332	82%					
53	Covenant House	Rights of Passage	TH	\$ 408,056	\$ 24,615,388	67%					

Notes

1. New project with initial grant term of 1 year
2. New project with initial grant term of 3 years
3. Project #47 is one project straddling Tier 1/Tier 2. For purposes of illustrating the Tier breakdown, it is listed in each Tier with its respective Tier amount. However, it will be submitted to HUD as one project.

Evidence of public posting of FY2015 Project Priority Ranking list. Posted on 8/30/2016

Funding — HAND

www.handetroit.org/continuum-of-care-funding/

WHO WE ARE WHAT WE DO RESOURCES GET INVOLVED CONTINUUM OF CARE NEED HELP?

CONTINUUM OF CARE

ABOUT THE DETROIT COC
COC BOARD
FUNDING
REPORTS
MEETINGS
DOCUMENTS
COC PSH DRAFT POLICY & PROCEDURE
TRAININGS

FY2016 HUD CoC Application Materials

Save the Date and NOTE CHANGE IN MEETING DATE: On June 14, 2016 at 1:30 PM, the Detroit CoC will be holding a mandatory meeting for agencies interested in applying for new or renewal CoC funding in the FY2016 competition. This meeting will be held at The Salvation Army Southeastern Michigan Division Headquarters, at 16130 Northland Dr., Southfield.

- Note the following due dates:
 - Renewal project applications: due **June 21, 3:00 PM**
 - New project applications: due **July 11, 3:00 PM**

- Final FY2016 Detroit CoC Project Ranking List (posted 8/30/2016)**
- Final FY2016 Detroit CoC Project Ranking Policies (posted 8/30/2016)**

- Instructions for amending Project Applicant Profile and Project Applications in eSNAPS (posted 8/12/2016)
- FY2016 Grants Inventory Worksheet (GIW) (posted 7/22/2016)
- FY2016 Renewal Application Policies & Procedures (posted 6/10/2016)
 - FY2016 Renewal Application in Word format (posted 6/10/2016)
- FY2016 New Project Request for Proposals (posted 6/13/2016)

7:06 PM 8/30/2016

Email to agencies informing them of final project ranking list. Email sent 8/30/2016

FY2016 Detroit CoC Project Priority Ranking List - Message (HTML)

Ignore X Reply Reply All Forward Meeting Team E-mail To Manager Ranking Done Reply & Delete Create New Quick Steps Move Move OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

You forwarded this message on 8/30/2016 7:11 PM.

From: Amanda Sternberg

To: 'ccumcac@aol.com'; 'linzner@casscommunity.org'; 'egeorge@casscommunity.org'; 'lhudolin@casscommunity.org'; 'dyefarginson@aol.com'; 'pheron@csswayne.org'; 'sjohnson@csswayne.org'; 'slockhart@csswayne.org'; 'jshelton@csswayne.org'; 'nwarshay@chsinc.org'; 'js1@chsinc.org'; 'dworley@cotstdetroit.org'; 'sjohnson@cotstdetroit.org'; 'cjohnson@cotstdetroit.org'; 'gpiro@covenanthouse.org'; 'AElster@CovenantHouse.org'; 'cadams@covenanthouse.org'; 'bsmall@covenanthouse.org'; 'nwarren@dccmh.org'; 'flepper@dccmh.org'; 'csmith@dccmh.org'; 'amoore@dmm.org'; 'jstingl@ameritech.net'; 'bwillis@dmm.org'; 'lmhammad@dwmha.com'; 'jhenderson@dwmha.com'; 'jdavis2@dwmha.com'; 'etwitty@dwmha.com'; 'anitaj@lbscares.com'; 'lmccain@develctrs.org'; 'dlesman@develctrs.org'; 'nwade@develctrs.org'; 'tmccall@develctrs.org'; 'ddrennan@freedomhousedetroit.org'; 'trogers@freedomhousedetroit.org'; 'ccoleman@detroitast.org'; 'mhall@gchi.org'; 'ncronmiller@rdma.com'; Tasha Gray;

Cc:

Subject: FY2016 Detroit CoC Project Priority Ranking List

Message FY2016 Detroit CoC Project Ranking.pdf (579 KB) FY2016 Ranking Policies_FINAL_Aug2016.pdf (367 KB)

Sent: Tue 8/30/2016 7:11 PM

Good Evening,

The FY2016 Detroit CoC Project Priority Ranking list has been finalized, and is attached. Also attached are the final FY2016 ranking policies. Both of these documents have also been posted on HAND's website, and may be accessed [here](#).

Please let me know if you have any questions. Thank-you.

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
3701 Miracles Blvd, Ste 101 | Detroit, MI 48201
(p) 313-964-3666 x104 | (f) 313-221-8383
amanda@handetroit.org

Click on a photo to see social network updates and email messages from this person.

5:01 PM 8/31/2016

Amanda Sternberg

From: Amanda Sternberg
Sent: Friday, August 05, 2016 10:30 AM
To: 'Maisha Kenyatta (pi20@aol.com)'
Cc: Tasha Gray; Candace Morgan
Subject: Decision on Positive Images Appeal
Attachments: Positive Images_Appeal Decision Letter.pdf

Importance: High

Dear Ms. Kenyatta,

Please see attached the decision of the Detroit Continuum of Care Board regarding the appeals submitted by Positive Images for the Positive Images II Transitional Housing project. As I mentioned in the voice mail message left for you this morning, regrettably the CoC board decided to deny the appeal and not submit this project for renewal funding. Please do give me a call at your earliest convenience so that we can talk about this more.

An original copy of this letter is also being mailed to you.

Sincerely,

Amanda Sternberg, LMSW

Performance Management Analyst

Homeless Action Network of Detroit (HAND)

3701 Miracles Blvd, Ste 101 | Detroit, MI 48201

(p) 313-964-3666 x104 | (f) 313-221-8383

amanda@handetroit.org



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HOMELESS ACTION NETWORK OF DETROIT

August 3, 2016

Maisha Kenyatta
Positive Images
13336 E. Warren Ave
Detroit, MI 48215

Re: Decision of Detroit Continuum of Care Board regarding appeal for Positive Images II Transitional Housing renewal project

Dear Ms. Kenyatta;

On behalf of the Detroit Continuum of Care (CoC) Board and in partnership with the CoC Lead Agency, the Homeless Action Network of Detroit, I regret to inform you that Positive Image's request for a threshold waiver for the Positive Images II Transitional Housing project has been denied. Therefore, this project will not be submitted for renewal funding in the FY2016 CoC competition.

This decision was made in consideration of the following:

- The Appeals Committee made its recommendation to deny the request for a threshold waiver on the basis of the content of the appeals letter that submitted by the agency. The CoC Board upheld that recommendation.
- The appeal process provides an opportunity to an organization to explain the reason for any performance issues, and plans to ensure these will be fully addressed in the coming year. The Appeals Committee noted that the appeal did not adequately address the deficiencies that caused the project to fall under threshold, nor did the appeal clearly address how the agency would prevent such deficiencies from occurring again.

This was a difficult decision for the CoC Board to make. The funds from this project will be used to fund a new project(s) for Permanent Supportive Housing or Rapid ReHousing. HAND staff will also be in contact with your agency in the coming weeks to discuss possible next steps with this project.

Positive Images is an important partner in our community's efforts to reduce and end homelessness, and we look forward to continuing to work with you to reach those goals.

If you have any questions on any of the above, you may contact Candace Morgan at (313) 595-1166 or Amanda Sternberg at (313) 964-3666 x104 or Amanda@handetroit.org.

Thank you,

Candace Morgan
Detroit Continuum of Care Board Chair

Amanda Sternberg, Performance Management Analyst
Homeless Action Network of Detroit

Amanda Sternberg

From: Amanda Sternberg
Sent: Thursday, August 04, 2016 8:52 AM
To: Nathaniel Warshay (nwarshay@chsinc.org)
Cc: Tasha Gray; 'Candace Morgan'
Subject: CHS New CoC Project Application Notification
Attachments: CHS_Perm Community Home Support.pdf

Importance: High

Dear Mr. Warshay,

Thank-you for your application to the Detroit CoC for new project funding in the FY2016 CoC competition. Regrettably, your application was not selected to be submitted to HUD. Please see the attached letter for details.

If you have any questions, please don't hesitate to contact me or Tasha Gray at Tasha@handetroit.org, 313-964-3666 x101. You are also welcome to contact the Detroit CoC Board Chair, Candace Morgan, at (313) 595-1166.

Sincerely,

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
3701 Miracles Blvd, Ste 101 | Detroit, MI 48201
(p) 313-964-3666 x104 | (f) 313-221-8383
amanda@handetroit.org



3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 222-8383 www.handetroit.org

HOMELESS ACTION NETWORK OF DETROIT

August 3, 2016

Nathaniel Warshay
Community & Home Supports
2111 Woodward Ave., Ste. 608
Detroit, Michigan 48201

Re: Application for New Permanent Supportive Housing Funds for Permanent Community Support

Dear Mr. Warshay,

On behalf of the Detroit Continuum of Care (CoC) Board and in partnership with the CoC Lead Agency, the Homeless Action Network of Detroit, thank you for your application for a new Permanent Supportive Housing project. Regrettably, this project was not selected for funding.

The Permanent Community Home Support project proposed to serve both chronically homeless individuals and chronically homeless families. However, the Request for Proposals (RFP) for these funds stated: *“Based on known needs in our community, the Detroit CoC is limiting new PSH projects to serve only chronically homeless individuals. Applications that propose to serve chronically homeless families will not be considered.”* Additionally, the budget form of the application stated *“The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.”* CHS’s project budget requested half of the units to be 1-bedroom, and half to be 2-bedroom, which was contrary to the instructions given.

Because of this, this application was not recommended for funding. The final listing of all new projects that will be submitted to HUD will be posted to HAND’s website by the end of August 2016.

We look forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may contact Candace Morgan at (313) 595-1166 or Amanda Sternberg at (313) 964-3666 x104 or Amanda@handetroit.org.

Sincerely,

Candace Morgan
Detroit Continuum of Care Board Chair

Amanda Sternberg, Performance Management Analyst
Homeless Action Network of Detroit

Amanda Sternberg

From: Amanda Sternberg
Sent: Thursday, August 04, 2016 8:53 AM
To: 'Aurine Moore (amoore@drmm.org)'
Cc: 'Candace Morgan'; Tasha Gray; 'Linda Stingl (ljstingl@ameritech.net)'; 'Barbara Willis (bwillis@drmm.org)'
Subject: DRMM New CoC Project Application Notification
Attachments: DRMM_91 Glendale.pdf

Importance: High

Dear Ms. Moore,

Thank-you for your application to the Detroit CoC for new project funding in the FY2016 CoC competition. Regrettably, your application was not selected to be submitted to HUD. Please see the attached letter for details.

If you have any questions, please don't hesitate to contact me or Tasha Gray at Tasha@handetroit.org, 313-964-3666 x101. You are also welcome to contact the Detroit CoC Board Chair, Candace Morgan, at (313) 595-1166.

Sincerely,

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
3701 Miracles Blvd, Ste 101 | Detroit, MI 48201
(p) 313-964-3666 x104 | (f) 313-221-8383
amanda@handetroit.org



3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 222-8383 www.handetroit.org

HOMELESS ACTION NETWORK OF DETROIT

August 3, 2016

Aurine Moore
Detroit Rescue Mission Ministries
150 Stimson
Detroit, MI 48201

Re: Application for Permanent Supportive Housing Funds for 91 Glendale

Dear Ms. Moore;

On behalf of the Detroit Continuum of Care (CoC) Board and in partnership with the CoC Lead Agency, the Homeless Action Network of Detroit, thank you for your application for a new Permanent Supportive Housing project at 91 Glendale. Regrettably, this project was not selected for funding.

This project scored 99.8 out of the 125 points possible. While overall the project scored relatively well, the Continuum unfortunately did not have enough funding to fund all of the new project applications submitted this year. HAND staff would be pleased to offer additional feedback on the score this application received following the close of the FY2016 competition. In the meantime, some initial comments on the application include:

- Agency has extensive history of serving people who are homeless
- Agency has strong leveraging experience
- Review committee noted concerns about the small size of the units
- Project noted that many of the persons to be served would be Veterans, yet did not provide the requested data/rationale to support that target population.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by the end of August 2016.

We look forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may contact Candace Morgan at (313) 595-1166 or Amanda Sternberg at (313) 964-3666 x104 or Amanda@handetroit.org.

Sincerely,

Candace Morgan
Detroit Continuum of Care Board Chair

Amanda Sternberg, Performance Management Analyst
Homeless Action Network of Detroit

Cc: Barbara Willis, DRMM
Linda Stingl, DRMM

Amanda Sternberg

From: Amanda Sternberg
Sent: Thursday, August 04, 2016 8:51 AM
To: 'Leonard Sanchez'; Gloria White; 'Jean Griggs'
Cc: Tasha Gray; 'Candace Morgan'
Subject: NLSM New CoC Project Applications Notification
Attachments: NLSM_PSH_Project Hope II.pdf; NLSM_Upward Bound_RRH.pdf

Importance: High

Dear Mr. Sanchez;

Thank-you for your applications to the Detroit CoC for new project funding in the FY2016 CoC competition. We are pleased to inform you that one of the applications, Project Hope II (PSH) was approved to be submitted to HUD for new project funding.

Regrettably, the application for new Rapid Rehousing – Upward Bound – was not selected for funding.

Please see the attached letter for details. Specifically, please note that the CoC is awarding the new PSH project more than what was initially requested. The attached letter provides details on this, and information on next steps. Additionally, I will be following up in a separate email regarding the details of entering the new projects into eSNAPS.

If you have any questions, please don't hesitate to contact me or Tasha Gray at Tasha@handetroit.org, 313-964-3666 x101. You are also welcome to contact the Detroit CoC Board Chair, Candace Morgan, at (313) 595-1166.

Sincerely,

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
3701 Miracles Blvd, Ste 101 | Detroit, MI 48201
(p) 313-964-3666 x104 | (f) 313-221-8383
amanda@handetroit.org



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HOMELESS ACTION NETWORK OF DETROIT

August 3, 2016

Leonard Sanchez
Neighborhood Legal Services Michigan
7310 Woodward Ave, Suite 701
Detroit, Michigan 48202

Re: Application for new Rapid Rehousing Project (Upward Bound)

Dear Mr. Sanchez,

On behalf of the Detroit Continuum of Care (CoC) Board and in partnership with the CoC Lead Agency, the Homeless Action Network of Detroit, thank you for your application for a new Rapid Rehousing Project – Upward Bound. Regrettably, this project was not selected for funding.

This project scored 96.6 out of the 125 points possible. While overall the project scored relatively well, the Continuum unfortunately did not have enough funding to fund all of the new project applications submitted this year. HAND staff would be pleased to offer additional feedback on the score this application received following the close of the FY2016 competition. In the meantime, some initial comments on the application include:

- Agency has experience with Rapid Rehousing
- Agency demonstrated strong relationships with landlords
- Concerns about the sizeable budget to spend in one year
- Responses around Housing First could have been stronger

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by the end of August 2016.

We look forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may contact Candace Morgan at (313) 595-1166 or Amanda Sternberg at (313) 964-3666 x104 or Amanda@handetroit.org.

Sincerely,

Candace Morgan
Detroit Continuum of Care Board Chair

Amanda Sternberg, Performance Management Analyst
Homeless Action Network of Detroit

Cc: Gloria White, NLSM
Jean Griggs, NLSM

Evidence of public posting of CoC Application and Project Ranking (9/9/16)

Funding — HAND
www.handetroit.org/continuum-of-care-funding/

WHO WE ARE WHAT WE DO RESOURCES GET INVOLVED CONTINUUM OF CARE NEED HELP?

CONTINUUM OF CARE

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TRAININGS

FY2016 HUD CoC Application Materials

Save the Date and NOTE CHANGE IN MEETING DATE: On **June 14, 2016 at 1:30 PM**, the Detroit CoC will be holding a mandatory meeting for agencies interested in applying for new or renewal CoC funding in the FY2016 competition. This meeting will be held at The Salvation Army Southeastern Michigan Division Headquarters, at 16130 Northland Dr., Southfield.

- Note the following due dates:
 - Renewal project applications: due **June 21, 3:00 PM**
 - New project applications: due **July 14, 3:00 PM**
- FY2016 Detroit CoC Application (posted 9/9/2016)**
- FY2016 Detroit CoC Project Ranking List (posted 9/9/2016)**
- Final FY2016 Detroit CoC Project Ranking List (posted 8/30/2016)
- Final FY2016 Detroit CoC Project Ranking Policies (posted 8/30/2016)
- Instructions for amending Project Applicant Profile and Project Applications in eSNAPS

4:30 PM 9/9/2016

Communication to CoC-funded agencies about CoC application posting

FY2016 Detroit CoC Consolidated Application Posted - Message (HTML)

From: Amanda Sternberg
To: 'ccumcac@aol.com'; 'linzner@casscommunity.org'; 'egeorge@casscommunity.org'; 'khudolin@casscommunity.org'; 'dvefarginson@aol.com'; 'pheron@csswayne.org'; 'sjohnson@csswayne.org'; 'slockhart@csswayne.org'; 'vponders@csswayne.org'; 'mwarshay@dcsinc.org'; 'js1@dcsinc.org'; 'dwarley@cotadetroit.org'; 'sjohnson@cotadetroit.org'; 'sjohnson@cotadetroit.org'; 'giro@covenanthouse.org'; 'AElster@covenanthouse.org'; 'cadams@covenanthouse.org'; 'bemail@covenanthouse.org'; 'hwarren@dccmh.org'; 'pepper@dccmh.org'; 'cmith@dccmh.org'; 'amooore@dmm.org'; 'jsting@ameritech.net'; 'bwillis@dmm.org'; 'muhammad@dmvha.com'; 'henderson@dmvha.com'; 'james2@dmvha.com'; 'ebwitty@dmvha.com'; 'anita@bscares.com'; 'mccain@develctrs.org'; 'clesman@develctrs.org'; 'nwade@develctrs.org'; 'mccall@develctrs.org'; 'ddrennan@freedomhousedetroit.org'; 'trogers@freedomhousedetroit.org'; 'coleman@detroiteast.org'; 'mhall@gchi.org'; 'hrcrommiller@rdma.com'; Tasha Gray;
Cc: Allyson Pellichet; Selwin O'Neal; Alexis Alexander (alexis@handetroit.org); Kiana Harrison; Stacey Banks; Anita Posey (anita@handetroit.org)
Subject: FY2016 Detroit CoC Consolidated Application Posted

Sent: Fri 9/9/2016 4:30 PM

Hello,

At the Detroit CoC meeting on 9/8/16, CoC members voted to approve the FY2016 Detroit CoC application. The application, and the final project listing, have been publicly posted on HAND's website, and may be accessed [here](#). Please note that some relatively minor edits may be made to one or two questions in this application, particularly question 2D-1. Any change will be minor, and will only be in the direction of strengthening this response. These materials are being publicly posted per the requirement that they be posted at least 2 days prior to the submission deadline.

HAND intends to submit the CoC Application on September 13, 2016. Please let me know if you have any questions. Thank-you.

Amanda

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit (HAND)
3701 Miracles Blvd, Ste 101 | Detroit, MI 48201
(p) 313-964-3666 x104 | (f) 313-221-8383
amanda@handetroit.org

Click on a photo to see social network updates and email messages from this person.

4:32 PM 9/9/2016

Listserv message to all CoC members about CoC application & project ranking posting

September 9, 2016

Hello,

At the Detroit CoC meeting on 9/8/16, CoC members voted to approve the FY2016 Detroit CoC application. The application, and the final project listing, have been publicly posted on HAND's website, and may be accessed [here](#). Please note that some relatively minor edits may be made to one or two questions in this application, particularly question 2D-1. Any change will be minor, and will only be in the direction of strengthening this response. These materials are being publicly posted per the requirement that they be posted at least 2 days prior to the submission deadline.

HAND intends to submit the CoC Application on September 13, 2016. Please let me know if you have any questions. I may be reached at amanda@handetroit.org or 313-964-3666 x104. Thank-you.

Campaign Name	Subscribers	Opens	Clicks
Public Posting of FY2016 CoC Application & Project Listing Regular · HAND General Interest Sent on Fri, Sep 09, 2016 4:28 pm	261	9.6%	3.1%
CoC Meeting Reminder and Draft CoC Application Posted Regular · Detroit CoC Board Sent on Tue, Sep 06, 2016 10:53 pm	19	42.1%	21.1%
CoC Meeting Reminder and Draft CoC Application Posted Regular · HAND Board Sent on Tue, Sep 06, 2016 10:52 pm	17	52.9%	11.8%



3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 221-8383 www.handetroit.org

Memo

To: U.S. Department of Housing & Urban Development

From: Detroit Continuum of Care Collaborative Applicant, the Homeless Action Network of Detroit

Date: September 7, 2016

Re: CoC Rating and Review Procedures

The FY2016 CoC Rating and Review Procedures are documented in the accompanying documents:

1. FY2016 Renewal Project Application Policies
2. FY2016 New Project Request for Proposals (RFP)
3. FY2016 New Project Application: PSH Scattered Site
4. FY2016 New Project Application: PSH Project Based
5. FY2016 New Project Application: RRH
6. FY2016 Project Ranking Policies

These documents were posted on HAND's website as they were made public, throughout June to September 2016, as evidenced by the screen shots attached.

Evidence of Public Posting of CoC Review and Rating Procedures

Screen shot 1 of 2



Funding — HAND x

www.handetroit.org/continuum-of-care-funding/

hand
HOMELESS ACTION NETWORK OF DETROIT

WHO WE ARE WHAT WE DO RESOURCES GET INVOLVED CONTINUUM OF CARE **NEED HELP?**

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FY2016 HUD CoC Application Materials

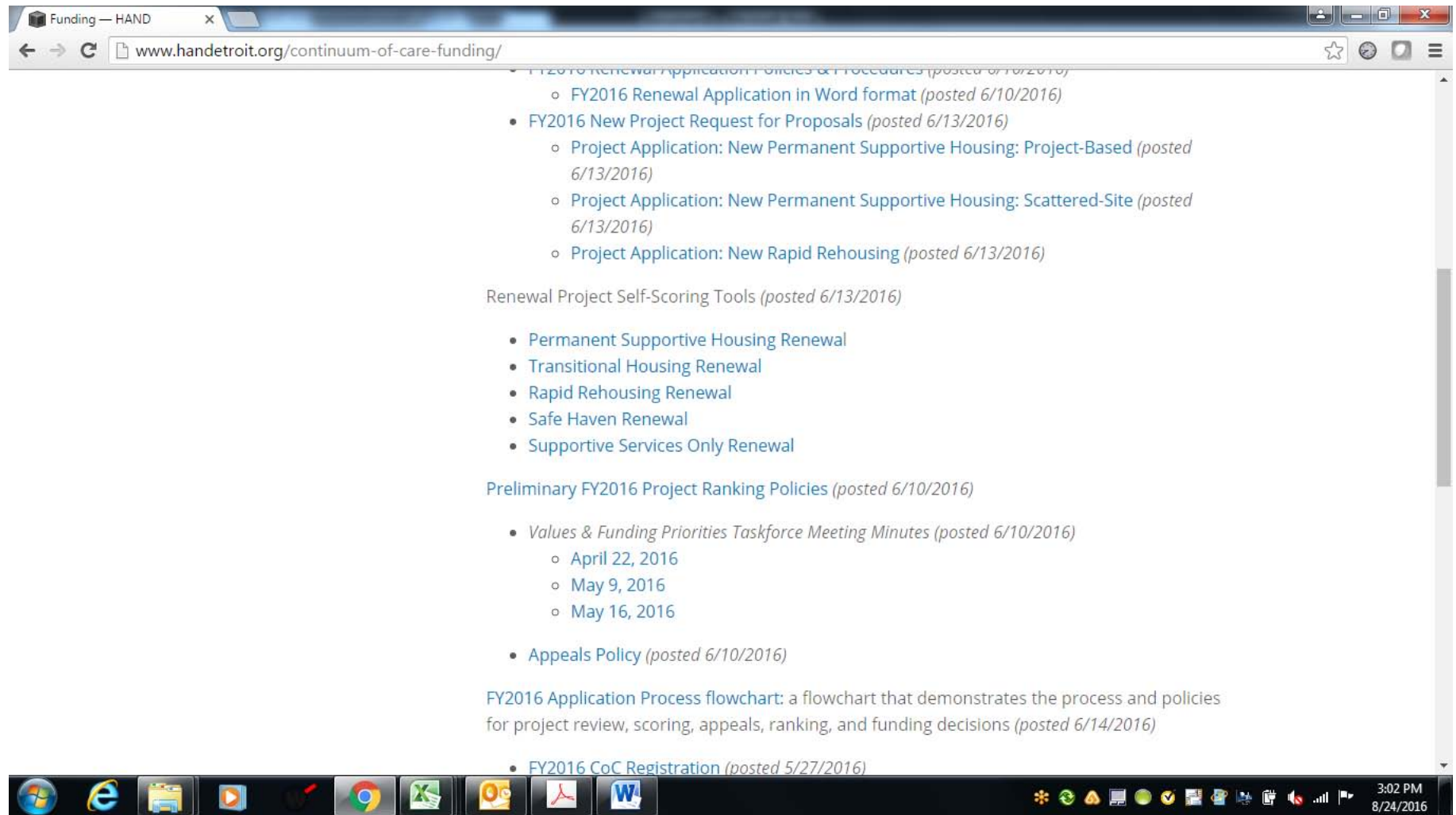
Save the Date and NOTE CHANGE IN MEETING DATE: On **June 14, 2016 at 1:30 PM**, the Detroit CoC will be holding a mandatory meeting for agencies interested in applying for new or renewal CoC funding in the FY2016 competition. This meeting will be held at The Salvation Army Southeastern Michigan Division Headquarters, at 16130 Northland Dr., Southfield.

- Note the following due dates:
 - Renewal project applications: due **June 21, 3:00 PM**
 - New project applications: due **July 11, 3:00 PM**
- Instructions for amending Project Applicant Profile and Project Applications in eSNAPS (posted 8/12/2016)
- FY2016 Grants Inventory Worksheet (GIW) (posted 7/22/2016)
- FY2016 Renewal Application Policies & Procedures (posted 6/10/2016)
 - FY2016 Renewal Application in Word format (posted 6/10/2016)
- FY2016 New Project Request for Proposals (posted 6/13/2016)
 - Project Application: New Permanent Supportive Housing: Project-Based (posted 6/13/2016)

3:01 PM
8/24/2016

Evidence of Public Posting of CoC Review and Rating Procedures

Screen shot 2 of 2





Detroit Continuum of Care FY2016 HUD Continuum of Care Funding Competition Local Application & Evaluation Process

As the Collaborative Applicant for the Detroit Continuum of Care (CoC), the Homeless Action Network of Detroit (HAND) is responsible for managing the decision-making and application process for the FY2016 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 FY2016 funding competition. Currently funded Continuum of Care (CoC) projects that are not being reallocated and that will expire during calendar year 2017 must request renewal funding in the FY2016 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/continuum-of-care-funding.

Applicants must note that all renewal application materials are due to HAND by 3:00 PM on June 21, 2016.

Designated Entities

At the May 19, 2015 Detroit CoC meeting the following entities have been designated for the following terms:

	Designated Entity	Designation Valid for
CoC Lead Agency	Homeless Action Network of Detroit	3 years
Collaborative Applicant	Homeless Action Network of Detroit	3 years
HMIS Lead Agency	Homeless Action Network of Detroit	3 years

On January 1, 2016, the Detroit Continuum of Care Board of Directors took effect. A listing of the board members and the Detroit CoC Governance Charter, may be accessed [here](#)¹.

FY2015 Continuum of Care Competition Score

The Detroit CoC received the following score on the FY2015 CoC competition

Scoring Category	Maximum Points Possible	Detroit CoC Score
CoC Engagement	55	50
HMIS	27	27
System Performance	98	70
Accessing Mainstream Benefits	19	17.75
Leveraging	1	.75
CoC Application Score	200	165.5
Bonus Points – Early Submission	3	3
Total CoC Score with Bonus Points	203	168.5

National Scores

Highest score: 188	Median Score: 149.75	Weighted Median Score: 158.25	Low Score: 49.5
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FY2015 Continuum of Care Awards

On March 8, 2016, HUD made a first round of announcements for awards for projects submitted in the FY2015 CoC competition. A second round of announcements was made on May 2, 2016. See Appendix A for a complete list of the funded projects.

¹ URL: <http://www.handetroit.org/continuum-of-care/>

FY2016 CoC Application Timeline

Dates may be subject to change, pending the release of the Notice of Funding Availability (NOFA). Changes will be communicated via email.

APRIL - MAY	
April - May	Meetings of Values & Funding Priorities Taskforce <ul style="list-style-type: none"> • Meeting minutes to be posted to HAND's website
MAY	
May 2	Detroit CoC Board Meeting
May 2	Draft renewal application policies for CoC review and comment
May 4	CoC Registration due to HUD
May 9	Comments to draft renewal application policies due
May 25	Grants Inventory Worksheet (GIW) submitted due to HUD
JUNE	
June 6	Detroit CoC Board Meeting
June 10	Release of application materials
June 14 – 1:30 PM, 16130 Northland Dr., Southfield, MI	Mandatory HUD All-Grantee Meeting for FY2016 CoC competition. Agenda will cover: <ol style="list-style-type: none"> 1. Renewal project application and evaluation process 2. RFP for new project funding
June 21	Renewal project application materials due to HAND by 3:00 PM
June 22 – July 6	Renewal project review and scoring
Late June	Anticipated NOFA release
JULY	
Early July	Reconvening Values & Funding Priorities Taskforce as needed to finalize policies per NOFA
July 7	Renewal project scores, notice of appeals process
July 11	New project applications due to HAND by 3:00 PM
July 12 – 21	New project review; recommendations developed
July 18 (or 10 days after receipt of project score)	Appeals due
July 19 – 22	Appeals committee meet; developed recommendations
July 22	Recommendations to CoC Board: appeals recommendations, new project recommendations
Mid-late July	Renewal project applicants being entering applications in eSNAPS; entries reviewed and sent back for corrections as needed on rolling basis
AUGUST	
August 1	Detroit CoC Board meeting: makes decisions on appeals and new projects
By August 5	Agencies informed of results of CoC board decision for appeals and new projects
Mid-August	New project entry into eSNAPS
August 10 (or 15 days prior to application submission deadline)	Project applicants notified if their project will be submitted as part of the CoC application
August 15	Initial project ranking list
August 16 – August 19	Values & Funding Priorities Taskforce to review feasibility of any projects straddling Tier 1/Tier 2 funding line
August 20 (or 5 days prior to due date)	CoC review of application (announcement of meeting sent out 2 weeks prior to this, and then draft sent out day prior)
August 23 (or 2 days prior to due date)	CoC application (draft), project listing publicly posted
August 25 (est due date)	CoC application, project listing, all parts submitted to HUD

Renewal Application Policies Overview

Currently funded Continuum of Care projects should note that renewal funding is not guaranteed. In the FY2016 competition, it is anticipated that the allocation of funding the Detroit CoC will receive from HUD may not be sufficient to fully renew all projects that are eligible for renewal funding. CoC projects that are not being reallocated and have current grant terms that will expire in calendar year 2017 are eligible to submit their application to the Collaborative Applicant for renewal funding.

Overview of Changes to Renewal Project Evaluation in 2016

Changes made to the renewal project evaluation process for FY2016 include:

- 1) New evaluation components related to increasing client income have been added for some project types.
- 2) Evaluation criteria for participation in CAM has been included.
- 3) Evaluation criteria for Rapid Rehousing (RRH) projects has been included.

See “Renewal Project Scoring” section for details.

Renewal Project Eligibility

In order to be submitted to HUD for renewal, projects seeking renewal funding must meet the following basic eligibility criteria:

- 1) Submit completed renewal application and additional required documents to HAND as outlined in this document.
- 2) Meet the threshold score of at least 70% on their renewal project application or have been approved by the Appeals Committee to still be submitted for renewal if under threshold score.
- 3) Meet the HUD application deadlines (ie, entry into eSNAPS) set by HAND.
- 4) 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.
- 5) Meet all HUD eligibility criteria, as outlined in the FY2016 CoC Program NOFA (to be released), the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.
- 6) A representative from the organization must be in attendance at the **June 14, 2016** Detroit CoC grantee meeting, held at **1:30 PM** at 16130 Northland Dr, Southfield, MI (The Salvation Army Southeastern Michigan Division Headquarters).

Projects that are being reallocated are not eligible to submit for renewal funding.

Exclusion or Removal from Project Ranking List

The Detroit CoC reserves the right to exclude or remove a renewal project from the project ranking list, and consequently not submit a project for renewal funding, in the event of written notification from the local HUD Field Office that the project has been out of compliance with regulatory or programmatic requirements and has made no progress on any corrective actions as required by HUD.

Any renewal projects excluded or removed from the project ranking list will be reallocated to a new project(s).

Audit Review

All projects seeking funding, either new or renewal funding, will be required to submit the organization's most recent financial audit, including the most recent A-133 audit, if applicable. The audits will be reviewed; any concerns or findings noted in the audit, especially but not necessarily limited to, material findings of a lack of internal financial controls, will be addressed on a case-by-case basis. The CoC reserves the right to not fund new or renewal projects in the event of significant concerns regarding an organization's financial capacity.

Renewal Project Threshold Scoring & Ranking

Based on the scoring criteria below, projects that do not score as least 70% of the points available will not be submitted for funding unless an appeal is granted. Projects that are granted an appeal will be submitted for funding and ranked according to the project ranking policies.

The CoC will be required to prioritize and rank all projects seeking funding in the FY2016 CoC funding competition. For the FY2016 competition, the Values & Funding Priorities Taskforce will develop recommended policies. The CoC Board will make the final decision on approving these policies. Notes from the Values & Funding Priorities Taskforce meeting will be posted on HAND's website once finalized.

Threshold & Evaluation Criteria for CoC Infrastructure Projects

The CoC considers several projects as "CoC Infrastructure" projects. These projects include:

- Dedicated HMIS projects
- CoC Planning
- CAM SSO
- SSOs redesigned to support CAM in the FY2014 competition

Considering the unique role these projects play in the CoC, these projects will be evaluated for certain threshold criteria. For FY2016, these criteria will include the following:

- Scoring Component #3 (Financial Performance): up to 15 points possible
- Scoring Component #5 (Consumer Participation): up to 5 points possible
- Scoring Component #6 (CoC Participation): up to 5 points possible
- Scoring Component #7 (CAM Participation): up to 2 points possible

Renewal Project Scoring

Except where otherwise indicated, renewal projects will be scored based upon the following components, for a total of 102 points possible. Details on these scoring components are given in the remainder of the document.

Scoring Component		Points Possible	Comments
#1	Mainstream Resources & Employment: Applies to PSH, RRH, TH, and SH Only <i>Total Points Possible: 15</i>		
	(A) Leavers with Any Cash Income	3	Same metric as in FY15, fewer points
	(B) Leavers with Any Non-Cash Benefits	2	Same metric as in FY15, fewer points
	(C) Leavers with Earned Income (Employment)	2	Same metric as in FY15, fewer points
	(D) Leavers with Increase in Non-Employment Cash Income	2	New in FY2016
	(E) Leavers with Increase in Earned Income	2	New in FY2016
	(F) Leavers & Stayers Increase in Non-Employment Cash Income	2	New in FY2016
	(G) Leavers & Stayers Increase in Earned Income	2	New in FY2016
#1	Mainstream Resources & Employment: Applies to SSO Only <i>Total Points Possible: 15</i>		
	(A) Leavers with Any Cash Income	6	Same metric as in FY15
	(B) Leavers with Any Non-Cash Benefits	6	Same metric as in FY15
	(C) Leavers with Earned Income (Employment)	3	Same metric as in FY15
#2	Housing Performance <i>Total Points Possible: 40</i>		
	(A) Project-specific: see below	30	Same as in FY2015
	(B) Project-specific: see below	10	RRH scoring criteria added in FY2016
#3	Financial Performance	15	Same as in FY2015
#4	HMIS Participation <i>Total Points Possible: 20</i>		
	(A) Attendance at Agency Admin meetings	3	Same as in FY2015
	(B) UDE completion for ALL identified projects (a detailed list will be provided)	6	
	(C) Clients exiting to known destination	6	
	(D) Submission of required information for Housing Inventory Count (HIC)	5	
#5	Consumer Participation <i>Total Points Possible: 5</i>		
	(A) Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity; or	5	Same as in FY2015
	(B) If not compliant with above, describe how the recipient and/or sub-recipient will become compliant with this regulation.		
#6	CoC Participation <i>Total Points Possible: 5</i>		
	(A) Attendance at CoC meetings	2	Same as in FY2015
	(B) Participation in Unsheltered PIT	2	
	(C) Attendance at April 2016 chronic homelessness documentation training	1	
#7	CAM Participation	2	New in FY2016
	Total Points Possible	102	

Deducting Points for Late, Incomplete, or Incorrect Submissions

After the project has been reviewed and scored according to the criteria above/below, the following criteria will be evaluated and points deducted from the project accordingly:

Timely and Correct Renewal Project Application Submission	Points to be Deducted
<p>All required portions of the renewal application and attachments must be submitted to HAND in the correct format and by the deadline given. For each item that is either submitted late or not the correct item (for example, an incorrect APR), points will be deducted from the overall project score. Missing or incorrect items must be corrected; however, points will still be deducted for late/incorrect submissions. The number of items required for submission will vary from project to project. Projects should carefully review page 21 for the required items to be submitted. Agencies are encouraged to contact HAND staff if they are unclear as to the applicability of items to be submitted.</p> <p><u>Example #1</u> A renewal project submits all application materials by the deadline. However, the wrong APR is submitted. After this project is notified of this and submits the correct APR, the project is reviewed and evaluated. It receives an initial total project score of 85 out of 100 points. Three (3) points are deducted from 85 because of the late APR submission, so that the final overall score is 82 out of 100 (or 82%). This is the score that will be used to determine if the project meets the scoring threshold. In this example, the project is still above the 70% threshold, and would be submitted for funding according to the ranking policies.</p> <p><u>Example #2</u> A renewal project submits all of the application materials one day after the deadline. There were a total of 7 items the project had to submit. All of the materials submitted late were correct. The project is reviewed and evaluated and receives an initial total project score of 90 out of 100 points. However, because all 7 required items were late, 21 points (3 times 7) are deducted from the 90, so that the final overall score is 69 out of 100 (or 69%). This is the score that will be used to determine if the project meets the scoring threshold. In this example, this project would not meet the threshold and would need to have an appeal granted in order to be submitted for renewal.</p>	3 points per late or incorrect item

Outstanding Assessment Invoices

Agencies have received invoices for HUD assessments that are due to HAND. Payment on these invoices is due to HAND no later than July 15, 2016. Any agency that has an outstanding invoice as of July 15, 2016, will not have their renewal project application(s) submitted to HUD for funding via eSNAPS.

Component #1: Mainstream Resources & Employment

Value = 15 points total

Reporting period: 1/1/2015– 12/31/2015; Data Source: CY APR

Applies To: PSH, RRH, TH, and SH only	
Measures for Leavers Only	Scoring range and points possible
<p>(A) <u>Leavers with Any Cash Income (3 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of cash income. The higher the percentage of people with one or more sources of cash income, the higher the score. "Cash income" includes both earned and non-earned income.</p>	<ul style="list-style-type: none"> • 60% - 100%: 3 points • 40% - 59%: 1.5 pts • Below 40%: 0 pts
<p>(B) <u>Leavers with Any Non-Cash Benefits (2 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of non-cash benefits. The higher the percentage of adults leaving with one or more sources of non-cash benefits, the higher the score. Non-cash benefits includes items such as food stamps, Medicaid/Medicare, TANF, WIC, etc.</p>	<ul style="list-style-type: none"> • 80% - 100%: 2 pts • 60% - 79%: 1 pts • Below 60%: 0 pts
<p>(C) <u>Leavers with Earned Income (Employment) (2 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with earned income (ie, employment). The higher the percentage of adults leaving with earned income, the higher the score.</p>	<p><u>Scoring Scale for PSH, RRH, and TH</u></p> <ul style="list-style-type: none"> • 20% - 100%: 2 pts • 10% - 19%: 1pts • Below 10%: 0 pts <p><u>Scoring Scale for SH only</u></p> <ul style="list-style-type: none"> • 5% - 100%: 2 pts • 3% - 4%: 1 pts • Below 3%: 0 pts
<p>(D) <u>Leavers with Increase in Non-Employment Cash Income (2 pts)</u> Projects will be scored on the percentage of persons who have an <i>increase</i> in non-employment cash income from project entry to exit. Non-employment cash income includes unemployment income, SSI, SSDI, other disability benefits, retirement, etc.</p>	<ul style="list-style-type: none"> • 25% - 100%: 2 pts • 10% - 24%: 1pts • Below 9%: 0 pts
<p>(E) <u>Leavers with Increase in Earned Income (2 pts)</u> Projects will be scored on the percentage of persons who have an <i>increase</i> in earned income (ie, employment) from project entry to exit.</p>	<p><u>Scoring Scale for PSH, RRH, and TH</u></p> <ul style="list-style-type: none"> • 10% - 100%: 2 pts • 5% - 9%: 1pts • Below 5%: 0 pts <p><u>Scoring Scale for SH only</u></p> <ul style="list-style-type: none"> • 5% - 100%: 2 pts • 3% - 4%: 1 pts • Below 3%: 0 pts

Measures for Leavers and Stayers Combined	
<p>(F) <u>Increase in Non-Employment Cash Income (2 pts)</u> Projects will be scored on the percentage of persons who have an <i>increase</i> in non-employment cash income. Measure will be based on both those who exited the project and those who were still in the project as of 12/31/2015. Non-employment cash income includes unemployment income, SSI, SSDI, other disability benefits, retirement, etc.</p>	<ul style="list-style-type: none"> • 20% - 100%: 2 pts • 10% - 19%: 1pts • Below 9%: 0 pts
<p>(G) <u>Increase in Earned Income (2 pts)</u> Projects will be scored on the percentage of persons who have an <i>increase</i> in earned income (ie, employment). Measure will be based on both those who exited the project and those who were still in the project as of 12/31/2015.</p>	<ul style="list-style-type: none"> • 10% - 100%: 2 pts • 5% - 9%: 1 pts • Below 5%: 0 pts

Applies To: SSO only	
Measures for Leavers Only	Scoring range and points possible
<p>(A) <u>Leavers with Any Cash Income (6 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of cash income. The higher the percentage of people with one or more sources of cash income, the higher the score. "Cash income" includes both earned and non-earned income.</p>	<ul style="list-style-type: none"> • 60% - 100%: 6 points • 40% - 59%: 4 pts • Below 40%: 0 pts
<p>(B) <u>Leavers with Any Non-Cash Benefits (6 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with one or more sources of non-cash benefits. The higher the percentage of adults leaving with one or more sources of non-cash benefits, the higher the score. Non-cash benefits includes items such as food stamps, Medicaid/Medicare, TANF, WIC, etc.</p>	<ul style="list-style-type: none"> • 80% - 100%: 6 pts • 60% - 79%: 4 pts • Below 60%: 0 pts
<p>(C) <u>Leavers with Earned Income (Employment) (3 pts)</u> Projects will be scored on the percentage of adult leavers who leave the project with earned income (ie, employment). The higher the percentage of adults leaving with earned income, the higher the score.</p>	<ul style="list-style-type: none"> • 20% - 100%: 3 pts • 10% - 19%: 1pt • Below 10%: 0 pts

Component #2: Housing Performance

Value = 40 points total

Reporting period: 1/1/2015 – 12/31/2015; Data Source: CY APR

Permanent Housing (PH) Projects	
	Scoring range and points possible
<p>(A) <u>Retention in Permanent Housing (30 pts)</u> Measure: Percentage of participants who either remain in the PH project as of the end of the reporting period, or who have exited that project to another permanent housing destination.</p>	<ul style="list-style-type: none"> • 95% – 100%: 30 pts • 90% - 94%: 25 pts • 85% - 89%: 20 pts • 80% - 84%: 15 pts • 75% - 79%: 10 pts • Below 75%: 0 pts
<p>(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/28/15, 4/29/15, 7/29/15, 10/28/15</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 pts • 75% – 89%: 5 pts • Below 75%: 0 pts

Transitional Housing (TH) Projects	
	Scoring range and points possible
<p>(A) <u>Exits to Permanent Housing (30 pts)</u> Measure: Percentage of participants who exit the program to a permanent housing destination.</p>	<ul style="list-style-type: none"> • 85% – 100%: 30 pts • 80% – 84%: 25 pts • 75% – 79%: 20 pts • 70% – 74%: 15 pts • 65% – 69%: 10 pts • Below 65%: 0 pts
<p>(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/28/15, 4/29/15, 7/29/15, 10/28/15</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 pts • 75% – 89%: 5 pts • Below 75%: 0 pts

Rapid Rehousing (RRH) Projects	
	Scoring range and points possible
<p>(A) <u>Exits to Permanent Housing (30 pts)</u> Measure: Percentage of participants who exit the program to a permanent housing destination.</p>	<ul style="list-style-type: none"> • 85% – 100%: 30 pts • 80% – 84%: 25 pts • 75% – 79%: 20 pts • 70% – 74%: 15 pts • 65% – 69%: 10 pts • Below 65%: 0 pts
<p>(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/28/15, 4/29/15, 7/29/15, 10/28/15</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 pts • 75% – 89%: 5 pts • Below 75%: 0 pts

Supportive Services Only (SSO) Projects	
	Scoring range and points possible
<p>(A) <u>Exits to Positive Housing Destination (30 pts)</u> Measure: Percentage of participants who exit the program to a positive housing destination. "Positive Housing destination" includes any destination except:</p> <ul style="list-style-type: none"> • Emergency shelter • Jail • Hotel/motel paid for by client • Safe Haven • Place not meant for human habitation • Staying with friends/family (temporary tenure) • Don't Know/Other/Refused 	<ul style="list-style-type: none"> • 85% – 100%: 30 pts • 80% – 84%: 25 pts • 75% – 79%: 20 pts • 70% – 74%: 15 pts • 65% – 69%: 10 pts • Below 65%: 0 pts
<p>(B) <u>Exit to Permanent Housing (10 pts)</u> Measure: Percentage of participants who have exited the project to a permanent housing destination.</p>	<ul style="list-style-type: none"> • 80% - 100%: 10 pts • 60% - 79%: 5 pts • Below 60%: 0 pts

Save Haven (SH) Projects	
	Scoring range and points possible
<p>(A) <u>Exits to Permanent Housing or Care Setting (30 pts)</u> Measure: Percentage of participants who exit the program to a permanent housing destination or a care setting. "Care settings" are defined as adult foster care, psychiatric facility, substance abuse or detox facility, or hospitalization.</p>	<ul style="list-style-type: none"> • 85% – 100%: 30 pts • 80% – 84%: 25 pts • 75% – 79%: 20 pts • 70% – 74%: 15 pts • 65% – 69%: 10 pts • Below 65%: 0 pts
<p>(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/28/15, 4/29/15, 7/29/15, 10/28/15</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 pts • 75% – 89%: 5 pts • Below 75%: 0 pts

Component #3: Financial Performance

Value = 15 Points total

Reporting period: Individual project term; Data source: Self-report in project application

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 scales. Note there are different scales, depending on the project type. See Appendix E for the specific grant number for which spending information will be requested.

Projects that do not have a rental assistance budget line:

- 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

Projects with a rental assistance budget line: (generally projects formerly called "S+C")

- Expended 90% - 100% of grant funding: 15 points
- Expended 80% - 89%: of grant funding: 8 points
- Expended less than 80% of grant funding: 0 points

Please note that any organization found to have less than 90/95% of their grant expended will be required to provide an explanation of the situation 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.

Component #4: HMIS Participation

Value = 20 Points total

Reporting period: January – December 2015 unless otherwise indicated; Data source: HMIS records

Projects will be scored based on the project’s participation in HMIS. The HMIS score is broken down into several sub-components, as follows.

Sub-Component	Points	Timeframe Under Review	Report Generated By...	Note
(A) Attendance at the majority of Agency Administrator meetings. For the time frame under review, these meeting dates were: <ul style="list-style-type: none"> • 1/27/2015 • 3/10/2015 • 4/21/2015 • 8/4/2015 • 8/25/2015 • 10/6/2015 • 11/17/2015 	3	Jan – Dec 2015	HMIS Lead Agency staff	Will be determined by HMIS Lead agency attendance records
(B) 90% UDE completion for the identified projects an organization has in HMIS	<ul style="list-style-type: none"> • 90% - 100%: 6 pts • 50% - 89%: 3 	Jan –Dec 2015	HMIS Lead Agency staff	Applies to: projects as identified below

	pts • <50%: 0 pts			that the organization reports into in HMIS, NOT just the project being submitted for renewal funding. See Appendix D the list below for the specific projects that will be included for each organization.
(C) At least 75% of clients exited exit to known destinations for the identified projects an organization has in HMIS.	• 75% - 100%: 6 pts • 50% - 74%: 3 pts • <50%: 0 pts	Jan – Dec 2015	HMIS Lead Agency staff	
(D) Submitted required 2016 Housing Inventory Count (HIC) information by February 19, 2016	5	N/A	Submission compliance will be determined by reviewing electronic communication records held by HMIS Lead Agency staff.	Applies to all projects for which information was required for the HIC.
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 Participation

Value = 5 Points total

Data source: Self-report in project application & accompanying attachments as required

HEARTH regulations require the following of CoC-funded recipient and sub-recipients (24 CFR 578.75(g)):

“(1) Each recipient and sub-recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub-recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.”

Recipients and sub-recipients will be required to either demonstrate compliance with this regulation, including documentation of the individuals’ participation, or provide a description of how compliance will be met in the coming year. If the project has a recipient and sub-recipients(s) points will be awarded based on the extent to which all entities associated with the grant are compliant with this regulation.

For the purposes of the CoC’s local application process, documentation of participation of a homeless or formerly homeless person on a policy-making entity may include:

- Board roster identifying the person who is homeless or formerly homeless

- Meeting notes of other policy-making entities, with an identification that this entity has body has policy-making abilities for the CoC program and includes persons who are homeless or formerly homeless
- Note: If the agency has a policy to not disclose the homeless/formerly homeless status of an individual serving in a decision making capacity in order to protect that individual’s privacy, the agency may submit a letter on agency letterhead explaining this.

Scoring Scale

- No current consumer participation and no plan = 0 pts
- No current consumer participation, plan in place = 3 pts
- Current consumer participation and documentation of same = 5 pts

Please see clarification below from HUD regarding how HUD defines “equivalent policymaking entity”

Question:

“Does HUD have any further definition of what “other equivalent policymaking entity” includes? For example, would a resident tenant council meet this criteria? Would conducting consumer satisfaction surveys meet this criteria?”

HUD’s Response:

“The recipient and subrecipient is only required to ensure participation of homeless individuals in entities making policies or decisions related to activities funded with CoC Program funding. The CoC Program interim rule does not require that this entity be the same entity as the recipient’s board of directors if a separate equivalent policy making body will exist that is responsible for all policies and decisions related to CoC Program projects and activities. It should be noted that this requirement can be waived if a recipient or subrecipient is unable to meet the requirement and obtains HUD approval for an alternative consultation mechanism. If you would like to seek a waiver of this requirement, please contact your local HUD field office.

To answer your specific questions a resident tenant council would only meet the requirement if the body has policy making authority for the CoC Program. HUD would not consider a consumer satisfaction survey to meet the requirement and it would not be a suitable alternative.”

Source: HUD Ask-A-Question, 5-21-15

Component #6: Continuum of Care Participation

Value = 5 Points total

Data source: Records of participation

Sub-Component	Points	Note
(A) A maximum of 3 points are available for an agency’s participation in the Continuum of Care meetings (formerly called HAND’s membership meetings) from January – December 2015. Meeting dates were: <ul style="list-style-type: none"> • January 20, 2015 • March 17, 2015 • May 19, 2015 	2	<ul style="list-style-type: none"> • Organization represented at 5 or more meetings: 2 points • Organization represented at 2 - 4 meetings: 1 point • Organization represented at 1 or fewer meetings: 0 points

<ul style="list-style-type: none"> • July 21, 2015 • September 15, 2015 • November 17, 2015 		
(B) Organization participated in the January 27, 2016 Point-in-Time Count through at least one of the following: <ul style="list-style-type: none"> • By having a non-PATH team on the street during the street count (night of January 27); OR • By having a team participate in a next-day interview shift on either January 28, 29, 30 	2	
(C) Attendance at chronic homelessness documentation training on April 11 or April 14, 2016	1	
Total Points Possible	5	

Component #7: Participation in Coordinated Assessment Model (CAM)

Value = Up to 2 Points

Data source: Records of participation

Agencies will be evaluated based on the extent to which any program of the agency that required participation in CAM met those participation requirements. “Any program” is defined as any program serving people who are homeless in which the funder of that program required the program to participate in CAM, including (but not necessarily limited to) programs funded by CoC, City ESG, City CDBG, State ESG, State ESP. Points will be awarded as follows:

- **2 points** will be earned if: The agency had program(s) that were required to receive referrals from the CAM and/or send referrals to the CAM and the agency *complied* with this requirement at some point during 2015; OR
- **2 points** will be earned if: The agency had program(s) that were not required to receive referrals from the CAM and/or send referrals to the CAM and the agency *voluntarily* chose to receive and/or send referrals to the CAM at some point during 2015.
- **1 point** will be earned if: The agency attended at least one meeting held throughout 2015 related to CAM. See below for the list of these meetings.
- **0 points** will be earned if the agency had some funder requirement for any of their programs to participate in CAM, but the agency did not participate.

If the agency did not have any funder requirements for any of their programs to participate in CAM at any point in 2015, this scoring component will not apply.

CAM Meetings throughout 2015

An agency that attended at least one meeting held in 2015 related to CAM may earn at least one (1) point. These meetings will include, but not necessarily be limited to the following:

- Service Provider Workgroup meetings (held throughout 2015)
- CAM Governance Meetings (held throughout 2015)
- PSH Matching Meetings (held throughout 2015)

- CAM Providers Focus Group (December 2015)
- CAM Retreat (March 2015)
- CAM PSH Match Policy Meeting (May 2015)

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 items in any of the components 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.

Protocol for Components/Subcomponents Unable to be Evaluated

In instances where a particular component/sub-component is unable to be evaluated, the following protocol will be used:

- Situation: Project is prohibited by law from entering into HMIS.
 - Protocol: The value of any scoring components that rely solely on *HMIS* data (such as HMIS data completeness, data quality, etc) will be removed from the total number of points that project may earn. That project will then only be scored on the remaining components/sub-components.
 - Protocol: The following components will be evaluated and scored based on data the project submits to HAND in the format prescribed by HAND. Data for these components will come from the organization's internal records.
 - Components 1A – 1G, and 2A, 2B
- Situation: The project had no (0) leavers, and the scored component/sub-component is based on a leaver's status.
 - Protocol: If the project had no leavers, then the project will be scored for the component/sub-component in question based only on the *stayers* in the program.
- Situation: Project had persons who passed away during the term under review.
 - Protocol: Persons who passed away during the project term are excluded from project performance calculations related to destination.
- Situation: There are additional factors that result in no data existing on which to evaluate a project.
 - Protocol: That scored component will be removed from the total number of points a project may earn. That project will then only be scored on the remaining components/sub-components.

Recipient/Subrecipient Responsibility

There are a number of projects in which the funds granted to an agency (the recipient) are sub-granted to one or more agencies (subrecipient). In general, the sub-recipient is responsible for carrying out the activities of the project, while the recipient is responsible for overall project management and reporting. This chart clarifies which entity will be reviewed for which scoring components.

Note: The recipient/subrecipient relationship applies to those agencies in which a subrecipient(s) is identified in the project application and grant agreement, unless the Collaborative Applicant has been notified in writing

of another relationship between two agencies that resembles a recipient/subrecipient relationship that is implemented on a less formal basis.

Scoring Component		Responsible Entity
#1	Mainstream Resources & Employment	
	(A) Leavers with Any Cash Income	<ul style="list-style-type: none"> • Project APR will be reviewed for this data. • The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
	(B) Leavers with Any Non-Cash Benefits	
	(C) Leavers with Increase in Non-Employment Cash Income	
	(D) Leavers with Earned Income (Employment)	
	(E) Leavers with Increase in Earned Income	
	(F) Increase in Non-Employment Cash Income	
	(G) Increase in Earned Income	
#2	Housing Performance	
	(A) Project-specific: see below	<ul style="list-style-type: none"> • Project APR will be reviewed for this data. • The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
	(B) Project-specific: see below	
#3	Financial Performance	
		<ul style="list-style-type: none"> • Recipient, via reporting in the project application
#4	HMIS Participation	
	(A) Attendance at Agency Admin meetings	<ul style="list-style-type: none"> • Subrecipient attendance
	(B) UDE completion for ALL identified projects	<ul style="list-style-type: none"> • Review will be based on projects identified in Appendix D.
	(C) Clients exiting to known destination	<ul style="list-style-type: none"> • Review will be based on projects identified in Appendix D.
	(D) Submission of required information for Housing Inventory Count (HIC)	<ul style="list-style-type: none"> • Either the response received from the recipient or the subrecipient
#5	Consumer Participation	
	(A) Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity; or	<ul style="list-style-type: none"> • Both the recipient and the subrecipient per the HEARTH Regulations.
	(B) If not compliant with above, describe how the recipient and/or sub-recipient will become compliant with this regulation.	
#6	CoC Participation	
	(A) Attendance at Detroit CoC meetings	<ul style="list-style-type: none"> • Either recipient or subrecipient attendance
	(B) Participation in Unsheltered PIT	<ul style="list-style-type: none"> • Subrecipient participation
	(C) Attendance at April 2016 chronic homelessness documentation training	<ul style="list-style-type: none"> • Recipient attendance
#7	CAM Participation	
		<ul style="list-style-type: none"> • Either recipient or subrecipient

Renewal Project Budgets

Renewal projects will not need to submit budget information with the application materials that will be submitted to HAND on June 21. Therefore, the renewal project budgets are not a scored item in FY2016.

Project budgets that will be submitted in eSNAPS for the FY2016 competition must be the same as what will be confirmed in the FY2016 Grants Inventory Worksheet (GIW). When finalized, the GIW will be posted to HAND's website [here](#) for reference.

Agencies should note that budgets that will be submitted in eSNAPS will be reviewed only costs that are allowable under 24 CFR §578.37 will be submitted to HUD.

Match Requirements

Renewal projects do not need to submit match information with the application materials that will be submitted to HAND on June 21. However, when the projects are entered into eSNAPS for the FY2016 competition, the matching sources will be reviewed to ensure that HUD's match requirements are being met.

Low Barrier/Housing First

In FY2016, all projects, regardless of project type, will be required to operate their projects using a low barrier and Housing First principles. Therefore, in the project applications, questions in eSNAPS related to being low barrier and/or Housing First are required to be answered in a way that indicate the project will operate in this manner.

Dedicating Beds to the Chronically Homeless

In FY2016, all renewal PSH projects will be required to demonstrate that they will dedicate at least 85% of their turn-over beds to people who are chronically homeless.

Note: This requirement only applies to those renewing PSH projects that are not already required, per the NOFA under which they were funded, to serve 100% chronically homeless.

Future Changes to Local Evaluation Process

CoC grantees should expect that for future competitions, the following changes will likely be made to how their renewal projects are evaluated. In addition to the evaluation components used in FY2016, grantees should be aware that the following components may be incorporated into the FY2017 competition, in which their projects will be evaluated based on data from January 2016 – December 2016. Many of the evaluation components that may be added are a part of HUD's Systems Performance Measures, and are measures on which HUD will eventually be evaluating the CoC system as a whole. Details on these measures may be found [here](#)². Details on how these measures will be calculated, performance expectations, and project type the measures will apply to, are under development.

² URL: <https://www.hudexchange.info/resource/3894/system-performance-measures-introductory-guide/>

Measure: Length of Time Persons Remain Homeless

- Desired outcome: Reduction in average and median length of time persons remain homeless
- Metric that may be evaluated:
 - Change in the average and median length of time persons are homeless

Measure: The Extent to Which Persons who Exit Homelessness to Permanent Housing Return to Homelessness

- Desired outcome: Reduction in the percent of persons who return to homelessness
- Metrics that may be evaluated:
 - Returns to homelessness following an exit to permanent housing

Measure: Number of Persons who Become Homeless for the First Time

- Desired outcome: Reduction in the number of persons who become homeless for the first time
- Metric that may be evaluated:
 - Change in the number of persons entering a project with no prior enrollments in HMIS

Measure: Participation in Coordinated Assessment Model (CAM)

- Desired outcome: All CoC funded projects participate in the CAM
- Metric(s) used to evaluate this measure to be developed but may include the percentage of VI-SPDATS/Full SPDATS completed on clients receiving services and the percentage of referrals from CAM that were accepted by the agency/program and/or placed into permanent housing

Measure: Project Leveraging

- Desired outcome: Project is able to demonstrate ability to leverage other resources to support project
- Metric(s) used to evaluate this measure to be developed

Measure: Project Draw Down Rates

- Desired outcome: CoC funded projects are making regular draws from LOCCS against their grant
- Metric(s) used to evaluate this measure to be developed

Measure: Participant Eligibility

- Desired outcome: CoC funded projects are serving eligible program participants
- Metric(s) used to evaluate this measure to be developed

Written Standards

The Detroit CoC is currently developing written standards that all projects serving people who are experiencing homelessness will be required to meet. These standards will be developed with input and review by service providers. Once the written standards are implemented, agencies should anticipate that elements of the written standards will be incorporated into future evaluation processes.

Annual Performance Reports (APRs) to Submit

The APR(s) to be submitted for a project will vary, depending on the project term. Please review Appendix B and Appendix C for details on which APR(s) your project must submit, and note the following:

2015 Calendar Year APR from ServicePoint

All projects, unless otherwise indicated below, must submit an APR generated from ServicePoint (HMIS) for the time period of January 1, 2015 to December 31, 2015. Review the instructions in Appendix C for details on how to generate this APR.

The only projects exempt from submitting a CY2015 APR from ServicePoint are the following:

Organization	Project	Reason
Cass Community Social Svcs	Scott PSH	New project: No data
Cass Community Social Svcs	Webb PSH	New project: No data
Community & Home Supports	Perm Community Supports	New project: No data
DRMM	Cornerstone Oasis	New project: No data
NSO	RRH	New project: No data
SWCS	CAM RRH	New project: No data
SWCS	CAM SSO	New project: No data
COTS	Domestic Violence TH	Project prohibited from entering into HMIS per VAWA. Project will be required to submit project-specific performance data via other means established by HAND.

Applicants may be required to submit these APRs to HAND at a later date. See Appendix B for details.

APR from eSNAPS

Please reference Appendix B for details on which eSNAPS APRs are due to HAND.

Projects Serving Youth Under 18

Organizations that serve as one of their target populations people who are below the age of 18 are required to submit two ServicePoint APRs to HAND. These are:

- 1) ServicePoint APR for January 2015 – December 2015 with the legal age set to 18 (system default); AND
- 2) ServicePoint APR for January 2015 – December 2015 with legal age set to 13

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:

- Community Social Services of Wayne County TIPS I and II
- Community Social Services of Wayne County Teen Empowerment Program
- Detroit Rescue Mission Ministries Genesis House I/Teen Mom Program

HAND will use the data from the APR with the legal age set to 13 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 the exit information for these individuals is combined with the other information on children who leave the program (ie, the children of the teen mothers), making it difficult to differentiate the resources/status of the young person who leaves and the children who leave. 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 Alexis Alexander at alexis@handetroit.org, Selwin O'Neal at selwin@handetroit.org, or Kiana Harrison at kiana@handetroit.org.

Appeals Policy

The appeals policy has been revised for the FY2016 competition to better align with the changes made to the CoC governance structure, and may be found [here](#).

Self-Scoring Tools

HAND is providing self-scoring tools so that projects may understand how project performance rates are calculated, and to understand what their project performance may be. The completion of these tools is optional. These tools may be found on HAND's website [here](#).

FY2016 Reallocation Policies

On June 6, 2016, the Detroit CoC Board approved the following reallocation policies for the FY2016 competition:

In the FY2016 CoC competition, the following renewal projects will be reallocated:

- 1) Renewal projects that do not meet the 70% threshold requirement and that are not granted an appeal.
- 2) Renewal projects for which the CoC has received written notification from the local HUD Field Office that the project has been out of compliance with regulatory or programmatic requirements and has made no progress on any corrective actions as required by HUD
- 3) The Detroit CoC will take advantage of the opportunity to reallocate renewal projects to new SSO project(s) for Coordinated Entry. The following projects will be required to reallocate to a new SSO for Coordinated Entry:
 - a. Southwest Housing Partners SSO (current grantee is Detroit/Wayne Mental Health Authority, grantee will change to Southwest Counseling Solutions)
 - b. Springwells SSO (current grantee is Southwest Housing Solutions, grantee will change to Southwest Counseling Solutions)

A third SSO project, Community and Home Supports' Targeted Housing & Homeless Assistance SSO is encouraged, but not required, to likewise reallocate to a new Coordinated Entry SSO.

Coordinated Assessment Model (CAM)

The Coordinated Assessment Model (CAM) is a community-based approach to delivering services to 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 systematic 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 assessment, a coordinated referral is made to the most appropriate service provider.

Current Status of CAM Implementation

Locally, the CAM Lead Agency (also known as the “HARA” – Housing Assessment Resource Agency) is Southwest Counseling Solutions, in partnership with Neighborhood Services Organization and Community & Home Supports. Currently, single homeless individuals access the homeless system by contacting the CAM Call Center, or by going to a homeless provider. Homeless families in need of shelter contact the Call Center, where a brief screening is conducted and a referral made to a shelter, prevention program or to other housing resources. Shelters administer the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) to determine if the client can resolve his/her own housing crisis or is potentially suited for Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH). CAM staff then administer the Full SPDAT to those clients who score for RRH or PSH. The CAM assigns navigators for each client, to obtain all of the needed documentation for housing. The CAM refers those clients who score for RRH to a RRH Project. For clients who score for PSH, the CAM facilitates a PSH bi-weekly meeting to match clients to a PSH project that best meets the client’s needs. In the coming months, subsequent phases of CAM will be implemented as resources become available.

Impact on HUD CoC Projects

Currently, all shelters, Rapid Re-Housing and Permanent Supportive Housing projects are all required to participate in the CAM process. As further phases of CAM are implemented, the participation requirements for CoC projects will be communicated. HUD CoC projects should note that future evaluation criteria for CoC projects will take into consideration the extent to which a project is participating in CAM.

Additional Resources 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 Health and Human Services (MDHHS):* Emergency Shelter Program (ESP)
- *City of Detroit:* Emergency Solutions Grant funding (ESG)

Contact Information

If you have questions or need further information, please contact Amanda Sternberg at amanda@handetroit.org or (313) 964-3666 ext. 104.

Material Delivery Instructions

All application materials must be delivered to HAND's office at:

3701 Miracles Blvd, Suite 101
Detroit, MI 48201

Mailed, emailed or faxed application packets will not be accepted.

All application materials must be delivered to HAND's office **by 3:00 PM on June 21, 2016**. Please note the time application materials are due. They are due by **by 3:00 PM on June 21, 2016**.

Directions to HAND's office

HAND's offices are located in the Woodbridge Estates neighborhood

Driving Directions:

- From MLK & Lodge (M-10): Right into Woodbridge Estates (which is Miracles Blvd)
 - Our building is located on LEFT (one of three brown stone high rises) – Look for Letter K or 502 on building

- From Grand River and Selden (heading East on Selden):
 - Make a right on Miracles
 - Our building is located on the RIGHT (one of three brown stone high rises) – Look for Letter K or 502 on building

After entering the building, take the elevator up to the 1st floor.

Submission Checklist

The following items must be submitted to HAND by **by 3:00 PM on June 21, 2016**. Only one copy of each item is needed.

Clearly label all attachments, using the attachment number given, even if attachments will end up not being number sequentially due to an attachment not being applicable. If an attachment does not apply, place a (✓) in the “Not Applicable” column. Only one copy of each attachment is required. Copies of all materials submitted must be single-sided only. Please do not submit materials that are printed double-sided.

		Included (✓)	Not Applicable (✓)
	Submission Checklist (this page)		
	Completed Renewal Application (beginning on page 25 of this packet)		
	Most recent A-133 audit		
	Most recent agency financial audit		
Attachment Number	Attachment Description		
#1	Copy of most recent APR submitted to HUD via eSNAPS. See Appendix B for details.		
#2	APR generated from ServicePoint for the project under review for the time period of 1/1/2015 – 12/31/2015. See Appendix C for details.		
#3	Youth Serving Agencies Only APR generated from ServicePoint for the project under review for the time period of 1/1/2015 – 12/31/2015 with legal age changed to 13. See Appendix C for details.		
	<u>If monitored by HUD since June 2013: (Part B)</u>		
#4	Notification from HUD that project will be monitored		
#5	Monitoring report from HUD		
#6	Organization’s response to monitoring report		
#7	Documentation from HUD that monitoring concern or finding satisfied		
#8	Any other monitoring-related correspondence		
	<u>If project had significant project changes (Part C)</u>		
#9	Written communication to HUD requesting the significant change		
#10	HUD’s written approval of the change requested		
	<u>Participation of homeless/formerly homeless person (Part G)</u>		
#11	Documentation of participation of homeless/formerly homeless person (may have multiple, if project has subrecipient(s))		
#12	Request for waiver of this requirement submitted to HUD or HUD’s approval of waiver request		
	<u>Signature Page</u> <i>If project has both recipient and subrecipient(s), it may have more than one signature page.</i>		
#13	Signed by Recipient		
#13	Signed by Subrecipient(s)		

The Collaborative Applicant reserves the right to request additional project or organizational information at a later date if needed. Any items not included in the checklist that are requested and submitted at a later date above will not result in points deducted from the application.

Part B: HUD Monitoring Findings

Any findings may require further review

Question #1

Has this project been monitored by HUD within the last three years? (Since June 2013)

Yes No

If “Yes,” include as many of the following that apply as attachments to your application. Check “N/A” if not applicable:

Attached (✓)	
	Attachment #4: Notification letter or email from HUD that your project will be monitored
	Attachment #5: Monitoring report from HUD (the report that identifies any concerns or findings); OR <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #6: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization’s response to these items; OR <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization’s response
	Attachment #7: Documentation from HUD that a monitoring concern or finding has been satisfied; OR <input type="checkbox"/> N/A: HUD has not yet responded to our organization’s response to the monitoring report
	Attachment #8: Any other monitoring-related correspondence between your organization and HUD; OR <input type="checkbox"/> N/A: No other correspondence to provide

Part C: Significant Project Changes

Any changes noted may require additional review

Question #1

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,” include as many of the following that apply as attachments to your application. Check “N/A” if not applicable:

Attached (✓)	
	Attachment #9: Written communication to HUD requesting the significant change
	Attachment #10: HUD’s written approval of the change requested <input type="checkbox"/> N/A: HUD has not yet provided written approval of the requested change

Part D: 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.

Term of most recent APR submitted to HUD:

_____ 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)

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:

NOTE: It is understood that projects funded in FY2014 and for grants with multi-year terms funding in FY2012 and FY2013, and for which an APR was due to HUD in early 2016, have not yet been able to submit that APR due to technical difficulties with eSNAPS and that HUD has given these projects an extension to submit their APRs.

Part E: Continuous Quality Improvement Process (Optional)

Value = not scored

Question #1 (Responding to this question is optional.)

Agencies *may* provide, in one-half page or less, an explanation or commentary on the project’s performance for the evaluation criteria under review (clients exiting with income & mainstream resources, or housing performance). Agencies may include a description of any steps being taken 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 F: Financial Performance

Question #1

Value = 15 points

Complete the chart and answer the questions below. When completing the Project Grant Number section and total grant amount, refer to Appendix E which provides the grant number and grant amount for which spending information is requested. Depending on the term of the project being reported on, a project may be reporting on its FY2013 award or its FY2014 award. Also, note that this may be the same project number for which spending information was submitted in last year’s application.

The information provided here may be verified with 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% (if a non-rental assistance project) or less than 90% (if a rental assistance project), provide an explanation why not all funds were expended: *(max 1 paragraph)*

Part G: Consumer Participation

Value = up to 5 points for both questions combined

- No current consumer participation and no plan = 0
- No current consumer participation, plan in place = 3
- Current consumer participation and documentation of same = 5

If the project has a recipient and subrecipient(s) points will be awarded based on the extent to which all entities associated with the grant are compliant with this regulation.

HEARTH regulations require the following of CoC-funded recipient and subrecipients (24 CFR 578.75(g)):

“(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a

recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

Question #1a

Place a check mark (✓) in the appropriate box(es) below to signify the extent to which the recipient and sub-recipient(s) are compliant with this policy. If the recipient/sub-recipient is not currently compliant with the regulations, and has not requested a waiver, answer question **1b** below.

	Recipient/Subrecipient currently has consumer participation on board or other policy making entity (✓)	Documentation of such consumer participation is attached (attachment #11) (✓)	OR	Waiver for this requirement has been requested and/or approved by HUD and a copy is attached (attachment #12) (✓)
Project recipient				
Project subrecipient(s): Subrecipient name: _____				

If more than one subrecipient, additional rows may be added to the table. The questions must be answered for each sub-recipient associated with the grant.

Question #1b

Describe, in ½ a page or less, how in the coming year the recipient and/or subrecipient will become compliant with the regulations found at 24 CFR 578.75(g)(1).

Note: Additional follow-up may occur for recipients and/or subrecipients which indicated in their FY2015 renewal project application a plan to become compliant with this regulation if the recipient/subrecipient indicates in the FY2016 application that they are not yet compliant.

Signature Page (Attachment #13)

This page is to be signed by the Executive Director of the recipient and subrecipient agency or his/her authorized representative. If a project has a more than one subrecipient, this page may be duplicated with each subrecipient signing the page.

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 project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- 3) The funded project will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of project being funded has been implemented.
- 4) The data submitted with this application (in both the APR submitted to HUD via eSNAPS and any data generated from HMIS) is complete, accurate, and correct.
- 5) 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. It is understood that details on the criteria and process for which my agency may submit an appeal to the Detroit CoC Board are found in the [FY2016 Appeals Policy](#), and that any appeals decisions made by the Detroit CoC Board will be final.
- 6) It is understood that renewal and new projects will be submitted to HUD in accordance with the [FY2016 Project Ranking Policies](#) and that such project ranking decisions are final.
- 7) It is understood that should the Detroit CoC Board decide to reallocate a renewal project in part or in whole to fund new project(s), such a decision is final and cannot be appealed to the Detroit CoC Board.
- 8) It is understood that the Detroit CoC Board is responsible for making decisions on which new and renewal projects are submitted to HUD each year as part of the annual CoC competition, and that the ultimate decision in whether or not a project is funded is made by HUD. It is further understood that 24 CFR §578.35 describes certain situations in which an agency may submit an appeal directly to HUD. It is agreed that the submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken for the project.
- 9) It is understood that if my agency has any outstanding assessments due to HAND as of July 15, 2016, my renewal project application(s) will not be submitted to HUD via eSNAPS for funding.

Signed: _____ Date: _____
(Executive Director or authorized representative)

Name Printed: _____

APPENDIX A: FY2015 CoC Competition Awards

Rank	Grantee	Project Name	Project Type	Awarded
TIER 1 PROJECTS				
CoC Infrastructure (Ranking Policy #1)				
1	HAND	HMIS	HMIS	\$194,078
2	HAND	HMIS Expansion	HMIS	\$96,155
3	HAND (Southwest Counseling)	CAM SSO	SSO	\$200,000
4	Community & Home Supports, Inc.	Targeted Housing and Homeless Assistance Program	SSO	\$693,486
5	Detroit Wayne Mental Health Authority	SHP Southwest Housing Partners SSO	SSO	\$114,811
6	Southwest Housing Solutions	Springwells SHP (SSO)	SSO	\$206,844
New Projects Created Via Reallocation (Ranking Policy #2)¹				
7	Neighborhood Legal Services Michigan	Project Hope - PSH ²	PH: PSH	\$1,043,406
8	Community & Home Supports	Permanent Community Home Support	PH: PSH	\$504,620
9	Detroit Rescue Mission Ministries	Cornerstone Oasis	PH: PSH	\$466,048
10	Cass Community Social Services	Webb PSH	PH: PSH	\$207,222
11	Cass Community Social Services	Scott PSH	PH: PSH	\$198,008
12	Neighborhood Service Organization	RRH Project	PH: RRH	\$557,245
13	Southwest Counseling Solutions	CAM RRH Project	PH: RHH	\$364,695
14	Southwest Counseling Solutions	CAM SSO	SSO	\$200,000
1st Time Renewing PH Projects (Ranking Policy #3)				
15	Coalition on Temporary Shelter	PSH for Chronically Homeless Families (Pathways to Housing)	PH: PSH	\$732,783
16	Detroit Rescue Mission Ministries	Douglass Permanent Housing Project	PH: PSH	\$561,332
17	Neighborhood Legal Services Michigan	Project Permanency One	PH: RRH	\$890,659
PH Projects Served at least 50% Chronically Homeless Over Last Year (Ranking Policy #4)				
18	Detroit Wayne Mental Health Authority	Southwest Solutions - Matrix S+C	PH: PSH	\$42,281
19	Michigan Dept of Health & Human Svcs	NSO-COTS Ren	PH: PSH	\$99,468
20	Southwest Counseling Solutions, Inc.	ICMCHCAM	PH: PSH	\$370,694
21	Detroit Central City	Permanent Supportive Housing	PH: PSH	\$1,076,080

Rank	Grantee	Project Name	Project Type	Awarded
22	Detroit Wayne Mental Health Authority	Supportive Housing Program - DCI Omega	PH: PSH	\$481,412
23	Southwest Counseling Solutions, Inc.	Housing Recovery Project	PH: PSH	\$498,139
24	Neighborhood Service Organization	Bell Supportive Housing Project	PH: PSH	\$520,401
25	Michigan Dept of Health & Human Svcs	SW Chronic Ren	PH: PSH	\$490,464
26	Michigan Dept of Health & Human Svcs	Development Centers Ren (Consolidated S+C)	PH: PSH	\$2,399,976
27	Michigan Dept of Health & Human Svcs	SW Samaritan Ren	PH: PSH	\$395,945
28	Neighborhood Service Organization	Supportive Housing Program	PH: PSH	\$340,012
PH Projects served less than 50% Chronically Homeless Over Last Year, Performed at least 90% on 2A (Ranking Policy #5)				
29	Travelers Aid Society of Metropolitan Detroit	Infinity	PH: PSH	\$1,001,000
30	Cass Community Social Services, Inc.	Cass Apartments Permanent Supportive Housing	PH: PSH	\$329,328
31	Coalition on Temporary Shelter	Buersmeyer Manor	PH: PSH	\$141,686
32	Detroit Wayne Mental Health Authority	Shelter Plus Care-Detroit East Health Services	PH: PSH	\$317,635
33	Detroit Wayne Mental Health Authority	SHP-Detroit East Health Services-Permanent Housing	PH: PSH	\$426,328
34	Southwest Housing Solutions	Wilshire Apartments	PH: PSH	\$136,752
35	Detroit Rescue Mission Ministries	My Own Place	PH: PSH	\$235,772
36	Detroit Wayne Mental Health Authority	Southwest Housing Partners S+C (aka Southwest- 0110)	PH: PSH	\$235,744
37	Travelers Aid Society of Metropolitan Detroit	BEIT	PH: PSH	\$925,290
38	Detroit Rescue Mission Ministries	Maranatha	PH: PSH	\$425,846
39	Michigan Dept of Health & Human Svcs	SW Springwells Ren	PH: PSH	\$198,377
All Remaining TH, SH, SSO, and PH (Ranking Policy #6)				
40	Community Social Services	Teen Empowerment Program	SSO	\$184,873
41	UCHC	Target Home	SSO	\$475,341
42	D/WMHA	Detroit East New Beginnings	SSO	\$130,248
43	COTS	Domestic Violence TH	TH	\$313,960
44	Community Social Services	Teen Infant Parenting Services (TIPS)	TH	\$362,392
45	Positive Images	Positive Images II	TH	\$713,343
46	Travelers Aid	SHOP I	TH	\$227,076
47	UCHC	PSH for the Homeless: Tier 1 amount ³	SSO	\$377,851
Tier 1 Limit = \$20,889,455				

Rank	Grantee	Project Name	Project Type	Awarded
TIER 2 PROJECTS				
47	UCHC	PSH for the Homeless: Tier 2 amount ³	SSO	\$202,459
48	Detroit Rescue Mission Ministries	Genesis House I/Teen Moms	TH	\$414,457
49	Freedom House	New Beginnings/New American Homeless	TH	\$390,841
50	Mariners Inn	Transitional Housing	TH	Not selected by HUD for funding
51	Detroit Rescue Mission Ministries	Genesis House II	TH	\$1,077,868
52	Cass Community Social Services	Safe Haven	SH	\$428,000
53	Mariners Inn	Residential Treatment Program	SSO	Not selected by HUD for funding
54	Mariners Inn	Extended Residency (Permanent Housing)	PH: PSH	\$248,628
55	Covenant House	Rights of Passage	TH	\$408,056
56	Alternatives for Girls	HOPE Initiative (Aftercare Program)	SSO	Not selected by HUD for funding
New Permanent Housing Bonus Project (Ranking Policy #7)				
57	Neighborhood Legal Services Michigan	NLSM Cares - RRH Program ²	PH: RRH	\$1,679,675
		TOTAL TIERED PROJECTS AWARDED		\$ 25,955,090
		CoC Planning Project (not included in project ranking)		
		HAND: CoC Planning	Planning	\$ 175,000
		GRAND TOTAL FY2015 CoC AWARDS		\$ 26,130,090

Notes

1. Unless otherwise indicated, all new projects were submitted for an initial grant term of 1 year
2. Initial project terms for these new projects is 2-years
3. Project #47 is one project straddling Tier 1/Tier 2. For purposes of illustrating the Tier breakdown, it is listed in each Tier with its respective Tier amount. However, it was submitted to HUD as one project and will be funded as one project.

APPENDIX B: eSNAPS APRs to Submit

The following renewal project eSNAPS APRs must be submitted to HAND by 6/21/16. If not submitted, points will be deducted from the project score.

Organization	Project Name	Program Type	eSNAPS APR for this term:	APR due in eSNAPS to HUD by:	Project Number	Points deducted if not submitted to HAND by 6/21/16
Cass Community Social Services	Cass Apartments	PH: PSH	12/1/2014 - 11/30/2015	2/28/2016	MI0309L5F011301	yes
Cass Community Social Services	Safe Haven	SH	8/1/2014 - 7/31/2015	10/29/2015	MI0033L5F011306	yes
Community & Home Supports	Targeted Homes & Homeless Assistance	SSO	7/1/2014 - 6/30/2015	9/28/2015	MI0040L5F011306	yes
Community Social Services	Teen Empowerment Program	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0032L5F011306	yes
Community Social Services	Teen & Infant Parenting Services (TIPS)	TH	5/1/2014 - 4/30/2015	7/29/2015	MI0078L5F011306	yes
COTS	New Beginnings	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0048L5F011306	yes
COTS	Buersmeyer Manor	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0030L5F011306	yes
COTS	Pathways	PH: PSH	project term that ended 2/28/2016	5/28/2016	MI0429L5F011300	yes
Detroit Central City CMH	Supportive Housing Program	PH: PSH	10/1/2014 - 9/30/2015	12/29/2015	MI0071L5F011306	yes
DRMM	Genesis House I (Teen Moms)	TH	8/1/2014 - 7/31/2015	10/29/2015	MI0038L5F011306	yes
DRMM	Genesis House II	TH	8/1/2014 - 7/31/2015	10/29/2015	MI0039L5F011306	yes
DRMM	The Douglass Project	PH: PSH	4/1/2014 - 3/31/2015	6/29/2015	MI0430L5F011300	yes
D/WMHA	Southwest Housing Partners SSO	SSO	4/1/2014 - 3/31/2015	6/29/2015	MI0076L5F011306	yes
D/WMHA	Detroit East New Beginnings Mobile Outreach	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0073L5F011306	yes
D/WMHA	Southwest Solutions (Matrix)	PH: PSH	11/1/2014 - 10/31/2015	1/29/2016	MI0066L5F011306	yes

The following renewal project eSNAPS APRs must be submitted to HAND by 6/21/16. If not submitted, points will be deducted from the project score.

D/WMHA	Omega Project (DCI, COTS)	PH: PSH	11/1/2014 - 10/31/2015	1/29/2016	MI0074L5F011306	yes
D/WMHA	Southwest Solutions (0110)	PH: PSH	12/20/2014 - 12/19/2015	3/18/2016	MI0286L5F011305	yes
Freedom House	New American Homeless Network	TH	4/1/2014 - 3/31/2015	6/29/2015	MI0047L5F011306	yes
HAND	CoC Planning	Planning	2/1/2014 - 5/31/2015	8/29/2015	MI0391L5F011200	yes
HAND	HMIS	HMIS	7/1/2014-6/30/2015	9/28/2015	MI0041L5F011306	yes
HAND	HMIS Expansion	HMIS	12/5/2013 – 12/4/2014	2/26/2015	MI0368B5F011100	yes
Mariner's Inn	Extended Residency	PH: PSH	12/1/2014 - 11/30/2015	2/28/2016	MI0037L5F011306	yes
MDHHS	Consolidated Grant That Includes: <ul style="list-style-type: none"> • COTS • DCI • Detroit East • NSO • SWCS • TASMD 	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0059L5F011306	yes
MDHHS	Southwest Springwells	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0064L5F011306	yes
MDHHS	COTS S+C (NSO)	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0027L5F011301	yes
MDHHS	SWCS S+C Samaritan Chronic Homeless III	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0028L5F011301	yes
NSO	SHP Leasing	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0308L5F011301	yes
NLSM	Project Permanency One <i>(final APR for this project as an SSO)</i>	SSO	10/1/2014 – 9/30/2015	12/29/2015	MI0053L5F011306	yes
Positive Images	Positive Images	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0072L5F011306	yes
Southwest Counseling Solutions	Housing Recovery Project	PH: PSH	9/19/2014 -9/18/2015	12/17/2015	MI0369L5F011301	yes
Southwest Counseling Solutions	ICAM	PH: PSH	12/30/2014 - 12/29/2015	3/28/2016	MI0393L5F011301	yes
Southwest Housing Solutions	Springwells SSO	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0070L5F011306	yes

The following renewal project eSNAPS APRs must be submitted to HAND by 6/21/16. If not submitted, points will be deducted from the project score.

TASMD	Shop I	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0067L5F011306	yes
TASMD	BEIT	PH: PSH	8/1/2014 - 7/31/2015	10/29/2015	MI0029L5F011306	yes
TASMD	Infinity	PH: PSH	8/1/2014 - 7/31/2015	10/29/2015	MI0043L5F011306	yes
UCHC	PSH for the Homeless	SSO	9/1/2014 - 8/31/2015	11/29/2015	MI0050L5F011306	yes
UCHC	Target Home	PSH	10/1/2014- 9/30/2015	12/29/2015	MI0077L5F011306	yes

The following renewal project eSNAPS APRs have already been submitted to HAND. The grantee does not need to resubmit this eSNAPS APR with its renewal application materials on 6/21/16. HAND will accept the APR previously submitted (as noted).

Organization	Project Name	Program Type	eSNAPS APR for this term:	APR due in eSNAPS to HUD by:	Project Number	Points deducted if not submitted to HAND by 6/21/16
MDHHS	NSO FUSE	PH: PSH	10/1/2014 - /9/30/2015	12/29/2015	MI0367C5F011100	No: HAND received this APR via email from MDHHS on 5/27/2016
NSO	Bell Building	PH: PSH	1/1/2014 - 12/31/2015	3/30/2016	MI0338L5F011301	No: HAND received this APR via email from NSO on 6/3/2016

The following renewal project eSNAPS APRs do not need to be submitted to HAND by 6/21. Although these APRS should have been submitted in eSNAPS, due to a technical difficulty with eSNAPS beyond the control of the grantee, these APRs have not yet been able to be submitted.

Organization	Project Name	Program Type	eSNAPS APR for this term:	APR due in eSNAPS to HUD by:	Project Number	Points deducted if not submitted to HAND by 6/21/16
Covenant House	Rights of Passage	TH	3/1/2015 - 2/28/2016	5/28/2016	MI0055L5F011407	No: APR not available in eSNAPS
DRMM	My Own Place	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0046L5F011407	No: APR not available in eSNAPS
DRMM	Maranatha	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0044L5F011407	No: APR not available in eSNAPS

The following renewal project eSNAPS APRs do not need to be submitted to HAND by 6/21. Although these APRS should have been submitted in eSNAPS, due to a technical difficulty with eSNAPS beyond the control of the grantee, these APRs have not yet been able to be submitted.

D/WMHA	Detroit East Health PH for People with Disabilities	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0075L5F011407	No: APR not available in eSNAPS
D/WMHA	Detroit East Health Services	PH: PSH	3/1/2015 - 2/28/2016	5/28/2016	MI0058L5F011407	No: APR not available in eSNAPS
HAND	CAM SSO	SSO	2/1/2015 - 1/31/2016	4/30/2016	MI0392L5F011401	No: APR not available in eSNAPS
MDCH	SWCS S+C II (Chronic Homeless)	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0360L5F011404	No: APR not available in eSNAPS
Southwest Housing Solutions	Wilshire PSH Project	PH: PSH	3/1/2015 - 2/28/2016	5/28/2016	MI0085L5F011407	No: APR not available in eSNAPS

The following renewal projects are are not yet operational, and therefore do not have an eSNAPS APR to submit on 6/21/16.

Organization	Project Name	Program Type	eSNAPS APR for this term:	APR due in eSNAPS to HUD by:	Project Number	Points deducted if not submitted to HAND by 6/21/16
Cass Community Social Services	Webb PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0467L5F011500	No: Project not yet operational
Cass Community Social Services	Scott PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0466L5F011500	No: Project not yet operational
Community & Home Supports	Perm Community Support	PH: PSH	N/A: Project not yet operational	N/A	MI0468L5F011500	No: Project not yet operational
DRMM	Cornerstone PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0465L5F011500	No: Project not yet operational
NSO	new RRH	PH: RRH	N/A: Project not yet operational	N/A	MI0472L5F011500	No: Project not yet operational
Southwest Counseling Solutions	new RRH	PH: RRH	N/A: Project not yet operational	N/A	MI0469L5F011500	No: Project not yet operational
Southwest Counseling Solutions	New CAM SSO	SSO	N/A: Project not yet operational	N/A	MI0470L5F011500	No: Project not yet operational

APPENDIX C: ServicePoint APRs to Submit

The Calendar Year (CY) APR should be generated and submitted for the following projects. Please note that some projects may have more than one HMIS ID. If there is more than one HMIS ID, an APR must be submitted for each of the project IDs.

Note: This list is arranged by the name of the recipient (ie, grantee) of the project. It is ultimately the responsibility of the recipient to ensure the required APR is submitted to HAND on time, although the recipient may make request of their subrecipient to assist with this.

Recipient Name	(Subrecipient) Program Name	Project Type	HMIS #
Cass Community Social Services			
Cass Community Social Services	Cass Apartments (Antisdel & Brady)	PSH	8579 and 9866
Cass Community Social Services	Safe Haven	SH	287
Coalition on Temporary Shelter (COTS)			
Coalition on Temporary Shelter (COTS)	Bursmeyer Manor	PSH	2428
Coalition on Temporary Shelter (COTS)	Pathways to Housing	PSH	10160
	DV Project	TH	N/A
Community & Home Supports			
Community & Home Supports	Supportive Housing Program	SSO	703
Community Social Services Wayne County			
Community Social Services Wayne County	TIPS	TH	5823
Community Social Services Wayne County	TEP	SSO	1822
Covenant House Michigan			
Covenant House Michigan	Rights of Passage	TH	279
Detroit Central City Community Mental Health			
Detroit Central City Community Mental Health	Supportive Housing Program	PSH	224
Detroit Rescue Mission Ministries			
Detroit Rescue Mission Ministries	Douglass Project (2015)	PSH	10876
Detroit Rescue Mission Ministries	Genesis House I	TH	131
Detroit Rescue Mission Ministries	Genesis House II	TH	133

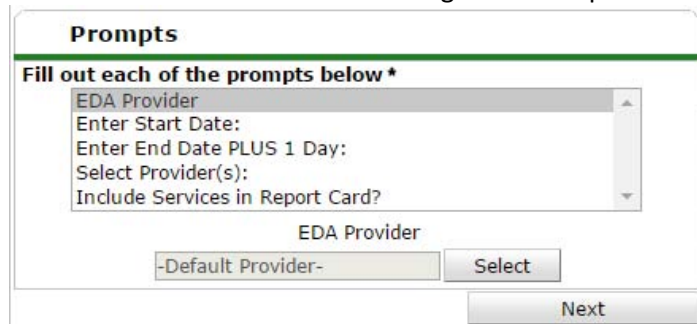
Recipient Name	(Subrecipient) Program Name	Project Type	HMIS #
Detroit Rescue Mission Ministries	Maranatha	PSH	136
Detroit Rescue Mission Ministries	My Own Place	PSH	116
Freedom House			
Freedom House	Scattered Site TH	TH	260
Detroit/Wayne Mental Health Authority			
Detroit/Wayne Mental Health Authority	(DCI/COTS) Omega Project	PSH	1025
Detroit/Wayne Mental Health Authority	(Detroit East Health Services) Permanent Housing	PSH	1024
Detroit/Wayne Mental Health Authority	(Detroit East Health Services) S+C County	PSH	1027
Detroit/Wayne Mental Health Authority	(Detroit East Health Services) Mobile Outreach - ACT	SSO	1029
Detroit/Wayne Mental Health Authority	(Southwest Counseling Solutions) Matrix S+C	PSH	3629
Detroit/Wayne Mental Health Authority	(Southwest Counseling Solutions) Southwest Housing Partners S+C	PSH	180
Detroit/Wayne Mental Health Authority	(Southwest Counseling Solutions) SWHP SSO	SSO	181
Mariners Inn			
Mariners Inn	Extended Residency	PSH	185
MI Dept of Health and Human Services			
MDHHS	Consolidated grant that includes the following subrecipients: <ul style="list-style-type: none"> • COTS • Development Centers, Inc. • Detroit East Health Services • NSO • Southwest Counseling Solutions • TASMD 	PSH	4079
			3284
			2145
			3266
			3280
			4086
MDHHS	SB S+C II Chronically Homeless that includes: <ul style="list-style-type: none"> • DCI • Southwest Counseling Solutions 	PSH	6631
			4084
MDHHS	(NSO) FUSE	PSH	9641
MDHHS	(Southwest Counseling Solutions) Springwells Partners S+C	PSH	4083


Recipient Name	(Subrecipient) Program Name	Project Type	HMIS #
MDHHS	(Southwest Counseling Solutions) S+C III 08 (Chronically Homeless) Samaritan	PSH	7702
MDHHS	MDHHS - COTS - S+C (formerly with NSO)	PSH	7834
Neighborhood Legal Services Michigan			
Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families (2015-2016)	RRH	10727
Neighborhood Service Organization (NSO)			
Neighborhood Service Organization (NSO)	Bell HUD SHP Program	PSH	9147
Neighborhood Service Organization (NSO)	HUD SHP Program	PSH	8584
Positive Images			
Positive Images	Positive Images SHP	TH	1075
Southwest Counseling Solutions			
Southwest Counseling Solutions	Housing Recovery Project	PSH	9654
Southwest Counseling Solutions	ICAM - Intensive Case Management Chronic Homeless	PSH	10413
Southwest Housing Solutions			
Southwest Counseling Solutions	Springwells SSO	SSO	179
Southwest Counseling Solutions	Wilshire SHP	PSH	182
Traveler's Aid Society of Metropolitan Detroit			
Traveler's Aid Society of Metropolitan Detroit	BEIT	PSH	122
Traveler's Aid Society of Metropolitan Detroit	Project Infinity	PSH	123
Traveler's Aid Society of Metropolitan Detroit	SHOP I	TH	119
United Community Housing Coalition (UCHC)			
UCHC	PSH FOR THE HOMELESS	SSO	705
UCHC	TARGET HOME	SSO	10388

Steps for running APR in ServicePoint

Login to ServicePoint and do the following:

1. Click on the “Connect to ART” from the upper right hand corner of your screen.
2. Click on the arrow next to the appropriate folder to access the report that you want.
3. Click the “Schedule” link to the far right of the report that you would like to schedule. The following window appears.



4. Click “EDA provider” then click “Select”. Choose the project name being submitted for renewal and click on Submit.
5. Click “Enter Start Date” and select a date.
6. Click “End Date Plus 1 day” and select a date.
7. Click “Select Providers” then click “Select”. Choose the provider(s) you wish to include. Click the symbol  next to “none selected” to remove this group. Then click “Submit”.

Prompts for scheduling the 625 HUD CoC APR should follow:

Prompts

Fill out each of the prompts below *

1. **Select Provider Group(s):** None Selected
 1. Select Provider(s): Select Project Applying for Renewal
 2. Enter Start Date: 1/1/2015
 3. Enter End Date PLUS 1 Day: 1/1/2016
 4. Select Entry Type: HUD

5. Enter Adult Age: 18
 EDA Provider Select Project Applying for Renewal

Is using the Receiving Income Source field part of your workflow YES
 Is using the Receiving Benefit field part of your workflow YES
 Is using the Disability Determination field part of your workflow YES
 Is using Interim Reviews part of your workflow for HUD r YES

**** Youth Serving Providers**

For prompt question #5 enter Adult age), run one APR for your project with the adult age at the default (18), and another APR with the age changed to 13. Submit both of these APRs to HAND.

8. After completing the rest of the prompts, click on Next. The following window is displayed.

Schedule Report

Schedule

Name * 0252 - Data Completeness Report Ca

Report Format * Excel

Users Inbox * Alexis Alexander (11689) Search My User Clear

Interval * Once

Start Date * 06 / 08 / 2016 9 : 39 AM


End Date * 06 / 08 / 2016 9 : 39 AM

Send

- 9. The name of the report appears in the “Name” field. If you would like to change the name, you can type the name in the “Name” box (you may want to add the program name and the date range for the report).
- 10. For the report format, choose PDF or Excel.
- 11. Select the interval to determine how often the report should be generated.
- 12. Select the start date and end date for running the report.

13. Click on Send to Inbox.
14. Scrolling down on the screen that displays, you will see your “Scheduled Reports” inbox at the bottom. Reports that have recently been scheduled may appear as “running” under status.

Scheduled Reports						
	Name	Interval	Start Date	End Date	Type	Status
	Provider Pages Report	Once	2015-10-07 11:32	2015-10-07 14:32	Excel	Complete
	0631 - Reporting Groups Test HUD CoC APR Detail - v23	Once	2015-10-27 08:51	2015-10-27 11:51	Excel	Complete
	Advantage 0252 - Data Completeness Report Card (EE) - v13	Once	2015-11-04 15:11	2015-11-04 18:11	Excel	Complete

15. Once a report shows “Complete” as its status, click the magnifying glass  next to the report you wish to view/ save/ print.
16. Wait for the “File Download” dialog box to appear. (takes a minute or two.)
17. Now you have a choice as whether to “open” the document (and then print it) or to “save” the document to your computer under a name and location that you specify.

TIP: If the “File Download” dialog box fails to appear (in step 16), this is most likely due to a pop-up blocker. You can temporarily disable you pop-up blocker by holding down the control key.

APPENDIX D: Projects to be Included in Review of HMIS Data Completeness

Project Type	HMIS #	Organization Name	Program Name
Cass Community Social Services			
PSH	8579	Cass Community Social Services	Brady Building
PSH	9866	Cass Community Social Services	Cass Apartments (Antidel)
PSH	3375	Cass Community Social Services	Cass House
ES	6472	Cass Community Social Services	MDHHS - Family Shelter
TH	299	Cass Community Social Services	Men at Scott
TH	300	Cass Community Social Services	Mom's Place I
TH	301	Cass Community Social Services	Mom's Place II
TH	2955	Cass Community Social Services	Oasis Detroit
PV	10282	City of Detroit ESG 914	City of Detroit ESG Cass Prevention 2012-2013
SH	287	Cass Community Social Services	Safe Haven
SH	7832	Cass Community Social Services	Safe Haven Veteran's Program HCHV
Coalition on Temporary Shelter (COTS)			
PSH	2428	Coalition on Temporary Shelter (COTS)	Bursmeyer Manor
TH	263	Coalition on Temporary Shelter (COTS)	Peggy's Place
TH	262	Coalition on Temporary Shelter (COTS)	Peterboro
PSH	3292	Coalition on Temporary Shelter (COTS)	Peterboro Long-Term Housing
PSH	4079	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS - S+C State
ES	261	Coalition on Temporary Shelter (COTS)	MDHHS - Shelter
TH	266	Coalition on Temporary Shelter (COTS)	West Grand Blvd
PSH	10160	Coalition on Temporary Shelter (COTS)	Pathways to Housing
PSH	7834	MDHHS - Neighborhood Services Organization - Detroit CoC	MDHHS - COTS - S+C (formerly with NSO)
Community & Home Supports			
SSO	703	Community & Home Supports	Supportive Housing Program
PV	10275	Community & Home Supports	City of Detroit ESG – Project Kaya Prevention

Project Type	HMIS #	Organization Name	Program Name
RRH	10276	Community & Home Supports	City of Detroit ESG – Homeward Bound RRH
Community Social Services Wayne County			
TH	5823	Community Social Services Wayne County	TIPS
SSO	1822	Community Social Services Wayne County	TEP
Covenant House Michigan			
ES	278	Covenant House Michigan	Caritas Center
TH	279	Covenant House Michigan	Rights of Passage
Detroit Central City Community Mental Health			
PSH	224	Detroit Central City Community Mental Health	Supportive Housing Program
RRH	10201	City of Detroit ESG	City of Detroit ESG - DCC- RR (2013-2014)
PV	10202	City of Detroit ESG	City of Detroit ESG - DCC- Prevention (2013-2014)
Detroit Rescue Mission Ministries			
TH	130	Detroit Rescue Mission Ministries	Douglass Project (TH)
PSH	10876	Detroit Rescue Mission Ministries	Douglass Project (2015)
ES	112	Detroit Rescue Mission Ministries	MDHHS - DRM
TH	135	Detroit Rescue Mission Ministries	DRMM TH
TH	131	Detroit Rescue Mission Ministries	Genesis House I
TH	133	Detroit Rescue Mission Ministries	Genesis House II
ES	111	Detroit Rescue Mission Ministries	MDHHS- Genesis House III
TH	8925	Detroit Rescue Mission Ministries	GPD DRMM Veterans Independence Project 2 Program (new) 2011-2012
PSH	136	Detroit Rescue Mission Ministries	Maranatha
PSH	116	Detroit Rescue Mission Ministries	My Own Place
ES	115	Detroit Rescue Mission Ministries	MDHHS - Oasis
TH	128	Detroit Rescue Mission Ministries	Oasis TH
TH	129	Detroit Rescue Mission Ministries	Samaritan Project
TH	132	Detroit Rescue Mission Ministries	Veteran's Independence Project
ES	10651	Detroit Rescue Mission Ministries	MDHHS - Emergency Shelter - Genesis House Two DHS ESP

Project Type	HMIS #	Organization Name	Program Name
Development Centers, Inc. (DCI)			
PSH	6631	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS - Development Centers - S+CII
PSH	3284	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS - Development Centers - S+C
PSH	1025	Development Centers, Inc. (DCI)	Omega Project
Freedom House			
TH	260	Freedom House	Scattered Site TH
Detroit East Health Services			
PSH	1024	Detroit East Health Services	Permanent Housing
PSH	1027	Detroit East Health Services	S+C County
SSO	1029	Detroit East Health Services	Mobile Outreach - ACT
PSH	2145	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS- S+C State
Mariners Inn			
ES	3021	Mariners Inn	Emergency Shelter
PSH	185	Mariners Inn	Extended Residency
TH	183	Mariners Inn	Transitional Housing
SSO	184	Mariners Inn	90 DAY Residency Program
Neighborhood Legal Services Michigan			
PV	9672	City of Detroit ESG 914	City of Detroit ESG 914- NLSM - Prevention
RRH	9889	City of Detroit ESG 914	City of Detroit ESG 914- NLSM - RR
PV	9855	Neighborhood Legal Services Michigan	Prevention SSVF Program
RRH	9856	Neighborhood Legal Services Michigan	Rapid RH - SSVF Program
PV	10279	City of Detroit ESG 914	CITY OF DETROIT ESG - NLSM- Prevention (2014-2015)
RRH	10280	City of Detroit ESG 914	CITY OF DETROIT ESG - NLSM- RR (2014-2015)
SSO	709	Neighborhood Legal Services Michigan	PROJECT PERMANANCY ONE (SSO)
RRH	10727	Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families (2015-2016)
SSO	9595	City of Detroit CDBG	City of Detroit - CDBG - Prevention - Neighborhood Legal Services (2014-2015)
RRH	10805	City of Detroit CDBG	City of Detroit - CDBG - RR - Neighborhood Legal Services (2015-2016)

Project Type	HMIS #	Organization Name	Program Name
SSO	8839	Neighborhood Legal Services Michigan	CDBG
Neighborhood Service Organization (NSO)			
PSH	9147	Neighborhood Service Organization (NSO)	Bell HUD SHP Program
PSH	8584	Neighborhood Service Organization (NSO)	HUD SHP Program
PSH	3266	MDHHS - Neighborhood Services Organization - Detroit CoC	MDHHS- S+C State
ES	9645	Neighborhood Service Organization (NSO)	1. NSO Tumaini Center - OVERNIGHT Stayers
OTHER	10183	Neighborhood Service Organization (NSO)	MHRI/ CABHI Program
RRH	10283	City of Detroit ESG	City of Detroit ESG - NSO- RR (2012-2013)
PSH	9641	MDHHS - Neighborhood Services Organization - Detroit CoC	MDHHS - FUSE
ES	1182	Neighborhood Service Organization (NSO)	MDHHS - NSO Tumaini Center (DHS) ESP (B)
PH	10448	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS - NSO- Detroit CoC - State of Michigan Leasing Assistance
Positive Images			
TH	1078	Positive Images	Parker Transitional House
TH	1075	Positive Images	Positive Images SHP
Southwest Counseling Solutions			
RRH	10410	Coordinated Assessment Model - Detroit CoC - HARA Screenings	Coordinated Assessment Model - Detroit CoC - HARA RRH Oct 15 to Sep 16
PV	10409	Coordinated Assessment Model - Detroit CoC - HARA Screenings	Coordinated Assessment Model - Detroit CoC - HARA Prevention Oct 15 to Sep 16
PSH	9654	Southwest Counseling Solutions	Housing Recovery Project
PSH	10413	Southwest Counseling Solutions	ICAM - Intensive Case Management Chronic Homeless
PSH	3629	Southwest Counseling Solutions	Matrix S+C
PSH	7702	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS S+C III 08 (Chronically Homeless) Samaritan
PSH	3280	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS – SWCS - Detroit CoC - MDHHS Shelter Plus Care
PSH	4084	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS SB S+C II [Chronically Homeless]
PSH	180	Southwest Counseling Solutions	Southwest Housing Partners S+C
PSH	4083	MDHHS - DWCCMH (Detroit) Shelter Plus Care	MDHHS - SWCS - Detroit CoC-S+C- Springwells Partners
SSO	181	Southwest Counseling Solutions	SWHP SSO

Project Type	HMIS #	Organization Name	Program Name
RRH	9868	Southwest Counseling Solutions	SSVF RRH Program
PV	9867	Southwest Counseling Solutions	SSVF PV Program
RRH	9752	Southwest Counseling Solutions	SSVF OAKLAND RRH Program
PV	9753	Southwest Counseling Solutions	SSVF OAKLAND PV Program
RRH	9756	Southwest Counseling Solutions	SSVF MACOMB RRH Program
PV	9757	Southwest Counseling Solutions	SSVF MACOMB PV Program
PV	9674	City of Detroit ESG 914	CITY OF DETROIT ESG 914 PV
RRH	9891	City of Detroit ESG 914	CITY OF DETROIT ESG 914 RRH
PV	10477	City of Detroit ESG 914	City of Detroit ESG 2012-2013 PV
RRH	10476	City of Detroit ESG 914	City of Detroit ESG 2012-2013 RRH
PSH	182	Southwest Counseling Solutions	Wilshire SHP
PSH	7963	Southwest Counseling Solutions	Piquette Square
PSH	10184	Southwest Counseling Solutions	MHRI/CABHI Program
SSO	179	Southwest Counseling Solutions	Springwells SSO
PH	10449	MDHHS - DWCCMH (Detroit) Shelter Plus Care	State of Michigan Leasing Assistance
Traveler's Aid Society of Metropolitan Detroit			
PSH	122	Traveler's Aid Society of Metropolitan Detroit	BEIT
SSO	121	Traveler's Aid Society of Metropolitan Detroit	SHOP III
PSH	123	Traveler's Aid Society of Metropolitan Detroit	Project Infinity
PSH	4086	MDHHS - DWCCMH (Detroit) Shelter Plus Care	Shelter Plus Care
TH	119	Traveler's Aid Society of Metropolitan Detroit	SHOP I
TH	120	Traveler's Aid Society of Metropolitan Detroit	SHOP II
PV	10281	City of Detroit ESG	CITY OF DETROIT ESG -TASMD- PREVENTION (2012-2014)
CDBG	8938	Traveler's Aid Society of Metropolitan Detroit	CDBG 2011
PV	8828	Traveler's Aid Society of Metropolitan Detroit	TASMD - Detroit- City of Detroit ESG
United Community Housing Coalition (UHC)			
SSO	705	UHC	PSH FOR THE HOMELESS
SSO	10388	UHC	TARGET HOME

Project Type	HMIS #	Organization Name	Program Name
RRH	9621	City of Detroit ESG	CITY OF DETROIT ESG RRH 13 -14
PV	10501	City of Detroit ESG	City of Detroit ESG - UCHC Prevention
PV	9673	City of Detroit ESG 914	CITY OF DETROIT 914 PV

APPENDIX E: Grant Numbers for Which Spending Information is to be Reported

Organization	Project Name	Program Type	Project term for financial reporting:	90 days post end date (when final draw was to be completed)	Project Number for financial reporting	Funding year for financial reporting	Award Amount Under Review	
							FY2013 Award Amount	FY2014 Award Amount
Cass Community Social Services	Safe Haven	SH	8/1/2014 - 7/31/2015	10/29/2015	MI0033L5F011306	FY2013	428,000	
Cass Community Social Services	Cass Apartments	PH: PSH	12/1/2014 - 11/30/2015	2/28/2016	MI0309L5F011301	FY2013	324,340	
Cass Community Social Services	Webb PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0467L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Cass Community Social Services	Scott PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0466L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Community & Home Supports	Targeted Homes & Homeless Assistance	SSO	7/1/2014 - 6/30/2015	9/28/2015	MI0040L5F011306	FY2013	693,486	
Community & Home Supports	Perm Community Support	PH: PSH	N/A: Project not yet operational	N/A	MI0468L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Community Social Services	Teen Empowerment Program	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0032L5F011306	FY2013	184,873	
Community Social Services	Teen & Infant Parenting Services (TIPS)	TH	5/1/2014 - 4/30/2015	7/29/2015	MI0078L5F011306	FY2013	362,392	
COTS	New Beginnings	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0048L5F011306	FY2013	313,960	
COTS	Buersmeyer Manor	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0030L5F011306	FY2013	140,712	
COTS	Pathways	PH: PSH	project term that ended 2/28/2016	5/28/2016	MI0429L5F011300	FY2013	723,357	
Covenant House	Rights of Passage	TH	3/1/2015 - 2/28/2016	5/28/2016	MI0055L5F011407	FY2014		408,056

Organization	Project Name	Program Type	Project term for financial reporting:	90 days post end date (when final draw was to be completed)	Project Number for financial reporting	Funding year for financial reporting	Award Amount Under Review	
							FY2013 Award Amount	FY2014 Award Amount
D/WMHA	Southwest Housing Partners SSO	SSO	4/1/2014 - 3/31/2015	6/29/2015	MI0076L5F011306	FY2013	114,811	
D/WMHA	Detroit East New Beginnings Mobile Outreach	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0073L5F011306	FY2013	130,248	
D/WMHA	Southwest Solutions (Matrix)	PH: PSH	11/1/2014 - 10/31/2015	1/29/2016	MI0066L5F011306	FY2013	41,561	
D/WMHA	Omega Project (DCI, COTS)	PH: PSH	11/1/2014 - 10/31/2015	1/29/2016	MI0074L5F011306	FY2013	476,340	
D/WMHA	Detroit East Health PH for People with Disabilities	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0075L5F011407	FY2014		421,819
D/WMHA	Detroit East Health Services	PH: PSH	3/1/2015 - 2/28/2016	5/28/2016	MI0058L5F011407	FY2014		311,911
D/WMHA	Southwest Solutions (0110)	PH: PSH	12/20/2014 - 12/19/2015	3/18/2016	MI0286L5F011305	FY2013	230,896	
Detroit Central City CMH	Supportive Housing Program	PH: PSH	10/1/2014 - 9/30/2015	12/29/2015	MI0071L5F011306	FY2013	1,063,981	
DRMM	Genesis House I (Teen Moms)	TH	8/1/2014 - 7/31/2015	10/29/2015	MI0038L5F011306	FY2013	414,457	
DRMM	Genesis House II	TH	8/1/2014 - 7/31/2015	10/29/2015	MI0039L5F011306	FY2013	1,077,868	
DRMM	My Own Place	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0046L5F011407	FY2014		232,867
DRMM	Maranatha	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0044L5F011407	FY2014		419,798
DRMM	The Douglass Project	PH: PSH	4/1/2014 - 3/31/2015	6/29/2015	MI0430L5F011300	FY2013	553,885	
DRMM	Cornerstone PSH	PH: PSH	N/A: Project not yet operational	N/A	MI0465L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	

Organization	Project Name	Program Type	Project term for financial reporting:	90 days post end date (when final draw was to be completed)	Project Number for financial reporting	Funding year for financial reporting	Award Amount Under Review	
							FY2013 Award Amount	FY2014 Award Amount
Freedom House	New American Homeless Network	TH	4/1/2014 - 3/31/2015	6/29/2015	MI0047L5F011306	FY2013	390,841	
HAND	CoC Planning	Planning	2/1/2014 - 5/31/2015	8/29/2015	MI0391L5F011200	FY2012	150,260	
HAND	HMIS	HMIS	7/1/2014-6/30/2015	9/28/2015	MI0041L5F011306	FY2013	194,078	
HAND	CAM SSO	SSO	2/1/2015 - 1/31/2016	4/30/2016	MI0392L5F011401	FY2014		200,000
HAND	HMIS Expansion	HMIS	12/5/2014 - 4/30/2016	7/29/2016	MI0368B5F011100	FY2014	N/A: Project has not yet had to complete final draw on initial grant: No financial reporting required	
Mariner's Inn	Extended Residency	PH: PSH	12/1/2014 - 11/30/2015	2/28/2016	MI0037L5F011306	FY2013	248,527	
MDHHS	SWCS S+C II (Chronic Homeless)	PH: PSH	2/1/2015 - 1/31/2016	4/30/2016	MI0360L5F011404	FY2014		482,112
MDHHS	Consolidated Grant That Includes <ul style="list-style-type: none"> • COTS • DCI • Detroit East • NSO • SWCS • TASMD 	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0059L5F011306	FY2013	2,355,552	
MDHHS	Southwest Springwells	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0064L5F011306	FY2013	194,489	
MDHHS	COTS S+C (NSO)	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0027L5F011301	FY2013	97,596	
MDHHS	SWCS S+C Samaritan	PH: PSH	7/1/2014 - 6/30/2015	9/28/2015	MI0028L5F011301	FY2013	389,177	

Organization	Project Name	Program Type	Project term for financial reporting:	90 days post end date (when final draw was to be completed)	Project Number for financial reporting	Funding year for financial reporting	Award Amount Under Review	
							FY2013 Award Amount	FY2014 Award Amount
	Chronic Homeless III							
MDHHS	NSO FUSE	PH: PSH	10/1/2014 - /9/30/2015	12/29/2015	MI0367C5F011100	FY2013	N/A: Project has not yet had to complete final draw on initial grant: No financial reporting required	
Neighborhood Legal Services Michigan	Project Permanency One <i>(pending information for this project in its final term as an SSO)</i>	SSO	10/1/2014 - 9/30/2015	12/29/2015	MI0053L5F011306	FY2013	782,720	
NSO	SHP Leasing	PH: PSH	5/1/2014 - 4/30/2015	7/29/2015	MI0308L5F011301	FY2013	334,999	
NSO	Bell Building	PH: PSH	1/1/2014 - 12/31/2015	3/30/2016	MI0338L5F011301	FY2013	513,207	
NSO	new RRH	PH: RRH	N/A: Project not yet operational	N/A	MI0472L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Positive Images	Positive Images	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0072L5F011306	FY2013	713,343	
Southwest Counseling Solutions	Housing Recovery Project	PH: PSH	9/19/2014 -9/18/2015	12/17/2015	MI0369L5F011301	FY2013	490,729	
Southwest Counseling Solutions	ICAM	PH: PSH	12/30/2014 - 12/29/2015	3/28/2016	MI0393L5F011301	FY2013	366,340	
Southwest Counseling Solutions	new RRH	PH: RRH	N/A: Project not yet operational	N/A	MI0469L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Southwest Counseling Solutions	New CAM SSO	SSO	N/A: Project not yet operational	N/A	MI0470L5F011500	FY2015	N/A: New project not yet operational; no financial reporting required	
Southwest Housing	Springwells SSO	SSO	5/1/2014 - 4/30/2015	7/29/2015	MI0070L5F011306	FY2013	206,844	

Organization	Project Name	Program Type	Project term for financial reporting:	90 days post end date (when final draw was to be completed)	Project Number for financial reporting	Funding year for financial reporting	Award Amount Under Review	
							FY2013 Award Amount	FY2014 Award Amount
Solutions								
Southwest Housing Solutions	Wilshire PSH Project	PH: PSH	3/1/2015 - 2/28/2016	5/28/2016	MI0085L5F011407	FY2014		135,526
TASMD	Shop I	TH	7/1/2014 - 6/30/2015	9/28/2015	MI0067L5F011306	FY2013	227,076	
TASMD	BEIT	PH: PSH	8/1/2014 - 7/31/2015	10/29/2015	MI0029L5F011306	FY2013	914,758	
TASMD	Infinity	PH: PSH	8/1/2014 - 7/31/2015	10/29/2015	MI0043L5F011306	FY2013	989,603	
UCHC	PSH for the Homeless	SSO	9/1/2014 - 8/31/2015	11/29/2015	MI0050L5F011306	FY2013	580,310	
UCHC	Target Home	PSH	10/1/2014- 9/30/2015	12/29/2015	MI0077L5F011306	FY2013	475,341 (UCHC should report on the spending as against the amount of funds received when this grant was transferred to them from the Salvation Army, which may be less than 475,341)	

APPENDIX F: CoC Response to Comments Received on Draft Application

On May 2, 2016, the Collaborative Applicant released a draft FY2016 CoC renewal application to the CoC for comment. Comments were due by noon on May 9, 2016. Following are the comments received and the CoC's response.

Some comments have been edited from their original form in order to protect the anonymity of the commenting agency.

Comments	Detroit CoC Response
<p>Comment #1: On page 9, the category of Transitional Housing (TH) is listed w/ the other forms of housing/shelter projects. It is my understanding that after the FY15 funding cycle, the Detroit CoC will no longer fund TH projects. Is TH listed here just for scoring purposes for agencies who are going from TH projects to other funded projects? Or, will the Detroit CoC consider allocating funds for TH projects in the FY16 cycle?</p>	<p>The Detroit CoC will accept renewal Transitional Housing applications in the FY2016 competition. These projects will be reviewed, scored, and ranked as per the policies and procedures given in the "FY2016 Renewal Application Policies" document.</p> <p>Additionally, in the FY2016 CoC competition, the following renewal projects will be reallocated:</p> <ol style="list-style-type: none"> 1) Renewal projects that do not meet the 70% threshold requirement and that are not granted an appeal. 2) Renewal projects for which the CoC has received written notification from the local HUD Field Office that the project has been out of compliance with regulatory or programmatic requirements and has made no progress on any corrective actions as required by HUD 3) The Detroit CoC will take advantage of the opportunity to reallocate renewal projects to new SSO project(s) for Coordinated Entry. The following projects will be required to reallocate to a new SSO for Coordinated Entry: <ol style="list-style-type: none"> a. Southwest Housing Partners SSO (current grantee is Detroit/Wayne Mental Health Authority, grantee will change to Southwest Counseling Solutions) b. Springwells SSO (current grantee is Southwest Housing Solutions, grantee will change to Southwest Counseling Solutions) <p>A third SSO project, Community and Home Supports' Targeted Housing & Homeless Assistance SSO is encouraged, but not required, to likewise reallocate to a new Coordinated Entry SSO.</p>

Comments	Detroit CoC Response
<p>Comment #2: On page 25, the application questions whether the APR was submitted via eSNAPS within 90 days of the end of the project term. However, according to HUD in the March 21, 2016 HUD Exchange email (and our Detroit HUD rep Darrick Mallad), the APR is not available in e-SNAPS. Whenever it is available, the APR will be due 90 days from that date. Will the application question be revised to take this delay into account?</p>	<p>The Detroit CoC is aware of the listserv communication from HUD of March 21, 2016 in which HUD informed agencies that, due to limited resources within HUD, the following APRs were not yet available in eSNAPS:</p> <ul style="list-style-type: none"> • APRs for FY2014 projects • APRs for new, multi-year projects funded in FY2012 or FY2013 <p>It is also understood that HUD has allowed an extension for the reporting of these APRs.</p> <p>Projects that will be seeking renewal funding in the FY2016 competition that are impacted by this situation will not be penalized by the Detroit CoC for not having yet submitted their APR to HUD. The language in the application material will be modified to clarify this.</p> <p>Except in certain situations, all agencies will be required to submit to HAND an APR generated from ServicePoint (HMIS) for the calendar year 2015. The few exceptions to this are projects that are new, and therefore do not yet have data in HMIS, or are statutorily prohibited from using HMIS due to serving persons fleeing domestic violence. In addition to the calendar year APR from HMIS, some project will be required to submit their most recently submitted APR from eSNAPS. The renewal application materials will provide additional instructions on which agencies will be required to submit an eSNAPS APR.</p>
<p>Comment #3: One agency commented that the agency’s grants were incorrectly named in the draft application materials.</p>	<p>The Collaborative Applicant will work directly with this agency to ensure its grants are correctly named.</p>
<p>Comment #4: What will the formula for leavers with an increase in non-employment income look like? How can programs be rated on something they have absolutely no control over? In last year's competition the programs were scored based on the percentage that remained or exited to permanent housing. I understand the</p>	<p>Data for this calculation will come from APR question 24b2. To calculate the percentage of leavers with an increase in non-employment income, the number of leavers will be divided by the sum of the number of adults who “Retained Income Category and Increased \$ at Exit” and “Did Not Have Income Category at Entry and Gained it at Exit.” Additional formula details</p>

Comments	Detroit CoC Response
<p>need for each program in the CoC to meet a threshold but why score on measures that do not affect the rankings? Why wouldn't the rankings take all of the scoring into account, not just exits to PSH? I feel that the overall score of each program should also be taken into consideration for the rankings.</p>	<p>will be provided in the self-scoring tools.</p> <p>In the FY2015 application materials, agencies were informed that future local evaluation processes may incorporate new evaluation components that align with the HUD System Performance Measures. One of the HUD System Performance Measures evaluates the extent to which persons exit a project with an increase in non-employment income. Therefore, this measure was included in the FY2016 evaluation criteria. However, upon additional review and to ensure more accurate alignment with HUD's System Performance Measures, it was decided that the new measures related to increasing income will only apply to PH, RRH, TH, and SH projects for FY2016. For FY2016, SSO projects will be evaluated on the same criteria as in FY2015 as regards to employment and mainstream resources.</p> <p>A renewal project must score at least 70%, or be granted an appeal, in order to be placed on the project ranking list. The evaluation component of the percentage of persons leaving with increase in non-employment income is factored into the total points a project may gain in order to meet this 70% threshold.</p> <p>The Detroit CoC local evaluation criteria for the overall scores takes into consideration local factors that are important to the CoC, such as HMIS data quality and completeness, CoC participation, consumer participation, and CAM participation. The ranking policies focus more closely on HUD's priorities related to housing outcomes. Additionally, the ranking policies do use a project's overall score as a tie breaking criteria when needed.</p>
<p>Comment #5: Agencies that receive HUD CoC funding receive an annual invoice from HAND for payment for HUD assessments. The receipt of these assessment payments are an important part of the CoC Lead Agency's (HAND) general operating budget, and allow HAND to carry out its role as the CoC Lead Agency, Collaborative Applicant, and HMIS Lead. Therefore, the HAND Board of Directors</p>	<p>An additional policy has been added to the renewal application policies document noting that invoices for assessment payments are due by July 15, 2016 and that if payment is not submitted by this date, the applicant's renewal project application(s) will not be submitted to HUD via eSNAPS for funding.</p>

Comments	Detroit CoC Response
<p>requests that the annual renewal application evaluation process consider deducting points from applicants that have outstanding assessment invoices as of July 15, 2016. Furthermore, it is requested that this deduction be substantial enough to significantly impact a renewal project's overall score should the assessment invoice remain unpaid.</p>	

Detroit Continuum of Care



Request for Proposals: Availability of Funds for New Permanent Housing (PSH or RHH)

June 14, 2016

In the FY2016 Continuum of Care (CoC) competition, the Detroit CoC is soliciting proposals for new projects. The new projects to be funding may be either Permanent Supportive Housing (PSH), or Rapid Rehousing (RRH).

The Detroit CoC has designated the Homeless Action Network of Detroit (HAND) as the Collaborative Applicant; therefore, HAND is responsible for overseeing the application process for these funds. Prospective applicants are encouraged to review these materials carefully and note that applications are due to HAND by **July 11, 2016 at 3:00 PM.**

As of the release of this RFP, the Department of Housing and Urban Development (HUD) has not yet released the Notice of Funding Availability (NOFA) for the FY2016 CoC competition. Therefore, the content, deadlines, and amount of funding available given in this RFP are subject to change based on HUD's NOFA.

Proposals may be submitted for the following types of projects:

- 1) Permanent Supportive Housing (scattered site)
- 2) Permanent Supportive Housing (project based)
- 3) Rapid Rehousing (scattered site only)

Each proposal submitted may only request funding for one type of project, and organizations may submit more than one proposal. Multiple proposals from the same organization will be reviewed, evaluated, and ranked independent of each other.

Amount and Type of Funding Available

The funding available to fund these new projects is coming from two different sources: reallocated funding and Permanent Housing Bonus funding. At this time, the amount of funding available from each source is unknown. The amount of funding that may be available from reallocated projects will not be known until the renewal project review and appeals process is finalized. The amount of funding available for Permanent Housing Bonus projects will not be known until the release of the FY2016 NOFA. The table below details the type of funding that may be used to fund the different types of projects and the number of projects the CoC anticipates submitting to HUD for funding.

	Reallocated Funding	Permanent Housing Bonus	Number of new projects to be submitted to HUD for funding
Total new project funding available	Unknown	Estimated to be between \$2 - \$3.5 million	To be determined based upon number and quality of proposals received and amount of funding available.

These two pools of funds – reallocated dollars and bonus dollars – may not be combined in one project. A project will either be wholly funded with reallocated dollars or wholly funded with bonus dollars.

Eligible Persons to be Served

New projects may only serve the following persons:

- Permanent Supportive Housing (scattered site) must serve chronically homeless individuals.
- Permanent Supportive Housing (project based) must serve chronically homeless individuals.
- Rapid Rehousing (scattered site only) must serve families, individuals, or unaccompanied youth coming from the streets or an emergency shelter.

NOTE: Per the FY2016 CoC Registration Notice, HUD will allow new PSH projects to serve chronically homeless families and/or chronically homeless unaccompanied youth¹ However, based on the needs in Detroit, the Detroit CoC is limiting new PSH projects to serve only chronically homeless individuals. Applications that propose to serve chronically homeless families and/or chronically homeless unaccompanied youth will not be considered.

Assumptions

This RFP is being released by the Detroit CoC prior to the release of HUD's Notice of Funding Availability (NOFA). Therefore, there is a limit to all of the information the CoC currently has regarding the funding available for new projects. Limited details have been made known in the [FY2016 CoC Registration Notice](#)². As given in the Registration Notice:

- New projects funded with either reallocated funding or Permanent Housing Bonus funding will be required to be ranked within the CoC's Tier 1/Tier 2 ranking.
- The eligible populations to be served in either new PSH or new RRH are given in the registration notice. However, note the section above in which it is discussed how the Detroit CoC has limited the types of populations to be served by new projects.

The following details will be made known once the FY2016 CoC Program NOFA is released:

- How much Permanent Housing Bonus funding will be available.
- Possible additional programmatic requirements for new projects.

Reallocated SSO Projects for Coordinated Entry

In FY2016, HUD is allowing CoCs to reallocate funding from one or more renewing projects to fund new Supportive Services Only (SSO) project(s) for Coordinated Entry. The Detroit CoC will be pursuing this option by reallocating at least two, and possibly three, of the SSO projects that were redesigned to support our Coordinated Entry system, known locally as CAM, in the FY2014 competition to new SSOs for Coordinated Entry.

Therefore, for FY2016 there will not be a local competition for new SSO projects for Coordinated Entry.

¹ Defined as unaccompanied youth up to age 24

² URL: <https://www.hudexchange.info/resource/4995/fy-2016-coc-program-registration-notice/>

Review, Scoring, and Selection Process

Applications will be reviewed by the CoC Collaborative Applicant and an independent panel of reviewers. The project(s) recommended for funding will be presented to the Continuum of Care Board, who will make the final decision. A final timeline for the decision will be published upon the release of the NOFA.

All projects will be reviewed and scored on a given point scale. The scoring details for each application type are provided at the end of this document.

Funding and Project Type Prioritization

The CoC will prioritize allocating to new projects any reallocated dollars before allocating Permanent Housing Bonus dollars.

New projects selected for funding will be ranked in the following order after CoC Infrastructure projects:

2. New project(s) created via reallocation in FY2016 in the following order:
 - a. PH-PSH project(s) in the following order:
 - i. Highest overall score received on the application
 - ii. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last
 - b. PH-RRH project(s) in the following order:
 - i. Highest overall scored received on the application
 - ii. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last
 - c. Supportive Services Only (SSO) project dedicated for coordinated assessment
3. New Permanent Housing Bonus Project(s) ranked in the following order:
 - a. Highest overall scored received on the application
 - b. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last

Additional details on project ranking may be found in the [FY2016 Preliminary Project Ranking Policies](#).

In the event that there are not enough quality applications received to utilize all of the reallocated and all of the bonus money, the funds that will be left remaining will be the bonus funds. Please note this policy may be revised based upon information contained in the NOFA.

Audit Review

All projects seeking new funding, will be required to submit the organization's most recent financial audit, including the most recent A-133 audit, if applicable. The audits will be reviewed; any concerns or findings noted in the audit, especially but not necessarily limited to, material findings of a lack of internal financial controls, will be addressed on a case-by-case basis. The CoC reserves the right to not fund new projects in the event of significant concerns regarding an organization's financial capacity.

Applicant Requirements

Applicant Eligibility Criteria

Eligible applicants, new PSH or new RRH funding must meet the following criteria in order to apply for new funding:

- 1) Be a nonprofit organization; or
- 2) Be a State or local government (including instrumentalities of State or local government); or
- 3) Be a Public housing agency ; and
- 4) If applicant is a current recipient or subrecipient of HUD CoC funding, entity must be in good standing with HUD, which means that the project applicant does not have any open monitoring findings, or history of slow expenditure of grant funds.
- 5) Be in attendance at the mandatory meeting to be held for prospective applicants on June 14, 2016, at 1:30 PM at The Salvation Army's location at 16130 Northland Dr., Southfield, MI

For-profit entities and individuals are not eligible for this funding.

Applicant Competitive Characteristics for PSH or RRH

In addition to the eligibility criteria above, applicants applying for either PSH or RRH projects that are able to demonstrate the following may be more competitive to receive funding. These competitive characteristics include:

- 1) Experience of successfully implementing one or more of the following:
 - a. A CoC-funded PSH project or as either a direct recipient or a subrecipient; and/or
 - b. An RRH project funded either by CoC, Emergency Solutions Grant (ESG), or Supportive Services to Veteran Families (SSVF) as either a direct recipient or a sub-recipient.
- 2) A demonstrated ability to leverage Medicaid resources for support services provided within a person's residence.
- 3) A demonstrated ability to leverage other mainstream resources to support the project.
- 4) A demonstrated capacity and experience in successfully managing federal funding.
- 5) A demonstrated ability to implement projects using a Housing First approach.
- 6) For PSH providers, an ability to demonstrate that current leases or subleases for clients are not time limited and do not require service participation.
- 7) Experience of successfully using the Homeless Management Information System (HMIS), and adherence to the HMIS Policies and Procedures.

Project Requirements

General Requirements for All Permanent Housing Project Types

All new Permanent Housing projects are expected to meet the following requirements, regardless of project type or which pool of funding they are funded with. These requirements apply to scattered-site and project based PSH, and Rapid Rehousing.

- 1) The project must adhere to a Housing First model of service delivery. HUD has defined the core features of a Housing First model of service delivery, including:
 - a. Few to no programmatic prerequisites to permanent housing entry
 - b. Low barrier admission policies
 - c. Rapid and streamlined entry into housing
 - d. Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability
 - e. Tenants have full rights, responsibilities, and legal protections
 - f. Practices and policies to prevent lease violations and evictions, including eviction avoidance plans
 - g. Applicable in a variety of housing modelsMore details on what HUD expects for Housing First CoC programs, may be found in their [“Housing First in Permanent Supportive Housing” brief](#)³.
- 2) The project must participate in the Detroit CoC’s Coordinated Assessment Model (CAM) including receiving referrals from CAM and being compliant with CAM Policies and Procedures for PSH or RRH projects.
- 3) The project must comply with all program regulations as found in the [Continuum of Care Program Interim Rule 24 CFR Part 578](#)⁴.
- 4) The organization will enter required program and client data into the Detroit CoC’s Homeless Management Information System (HMIS) in accordance with the Detroit CoC’s HMIS Data Standards and HMIS Policies & Procedures.
- 5) Applicants are required to provide a 25% cash or in-kind match on all budget lines except for leasing, which does not require match.
- 6) Demonstrate an ability to house the first participant within 6 months of receiving the grant agreement.
- 7) If funded, all projects will need to adhere to HUD’s Environmental Review standards for CoC funded projects. Details on these standards may be found [here](#)⁵ and [here](#)⁶.

³ URL: <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>

⁴ URL: <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

⁵ URL: <https://www.hudexchange.info/resource/4045/coc-program-environmental-review-flow-chart>

⁶ URL: <https://www.hudexchange.info/resource/3800/limited-scope-environmental-review-coc/>

Additional Requirements for Scattered-Site PSH

In addition to the general project requirements above, scattered-site PSH must also meet the following requirements:

- 1) Provide scattered-site leasing or rental assistance.
- 2) Must serve chronically homeless individuals only.
- 3) May only request a 1 year budget.
- 4) There is no limit to the amount of funding that may be requested; however, applicants should reference the chart above of the amount and type of funding available. The CoC reserves the right to negotiate budgets with applicants.

Applications that do not meet these requirements will not be considered.

Additional Requirements for Project-Based PSH

In addition to the general project requirements above project based PSH must also meet the following requirements:

- 1) Project must provide a deed or long-term lease demonstrating site control for a building or units where evidence of site control exceed the requested grant term, and where the building or units are ready to be occupied no later than 6 months after the award of funds. This documentation must be provided with the project application at the time of application submission to the CoC. If the organization does not have such documentation, but requests a project-based PSH project, the application will not be considered.
- 2) Must serve chronically homeless individuals.
- 3) May only request a 1 year budget, unless requesting acquisition/rehabilitation/new construction. If requesting any of these costs, the project must request an initial project term of 3 years.
- 4) There is no limit to the amount of funding that may be requested; however, applicants should reference the chart above of the amount and type of funding available. The CoC reserves the right to negotiate budgets with applicants.

Applications that do not meet these requirements will not be considered.

Additional Requirements for Rapid Rehousing

In addition to the general project requirements above, Rapid Rehousing projects must also meet the following requirements:

- 1) Must provide tenant-based rental assistance only.
- 2) Must serve families, individuals, or unaccompanied youth coming from streets or emergency shelters. Persons who are in transitional housing or at imminent risk of homelessness are not eligible.
- 3) Notwithstanding the Housing First expectations given above, RRH projects are required to require project participants to meet with a case manager at least monthly to help ensure long-term housing stability for the participant.
- 4) May only request a 1 year budget.
- 5) There is no limit to the amount of funding that may be requested; however, applicants should reference the chart above of the amount and type of funding available. The CoC reserves the right to negotiate budgets with applicants.

Applications that do not meet these requirements will not be considered.

Project Quality Standards

Project Quality Standards for Permanent Supportive Housing (PSH)

CSH has developed [Dimensions of Quality Supportive Housing](#)⁷ guidebook. The Dimensions of Quality were developed to assist organizations that are considering developing PSH or that already operate PSH. The accompanying [Supportive Housing Quality Toolkit](#)⁸ additionally identifies key aspects and characteristics of high-quality PSH projects.

Applicants applying for new PSH funding, either scattered site or project based, are encouraged to review these Dimensions of Quality. While the Dimensions of Quality are broad in scope and address many facets related to the development and operation of Permanent Supportive Housing, applicants should note that the following are key factors that reviewers will be paying specific attention to in reviewing applications:

- How the project will implement a Housing First model of service delivery.
- How the project will assist participants with obtaining and maintaining housing, including a review of the organization's eviction prevention policies.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- The greater degree of a privacy a person will have in his/her unit, the greater number of points the project may be able to earn. For the purpose of this RFP, privacy includes:
 - Participant having private sleeping quarters that he/she is not required to share with another person.
 - Participant having his/her own private bathroom.
- Additionally, a project may be able to earn more points if a participant will have access to space in which he/she may store and prepare his/her own food.

Project Quality Standards for Rapid Rehousing (RRH)

Several resources have been published that identify core components and best practices for Rapid Rehousing projects. These documents include:

- [Rapid Rehousing Performance Benchmarks and Program Standards](#)⁹ (published by the National Alliance to End Homelessness in February 2016). It is noted that the Detroit CoC is currently developing local performance benchmarks and program standards for homeless programs, therefore not all items in this document may be incorporated locally.)
- [Rapid Rehousing Brief](#)¹⁰ (published by HUD in July 2014)
- [Rapid Rehousing: A History and Core Components](#)¹¹ (published by the National Alliance to End Homelessness in April 2014)
- [Core Component of Rapid Rehousing](#)¹² (published by the National Alliance to End Homelessness in February 2014)

⁷ URL: http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf

⁸ URL: http://www.csh.org/qualitytoolkit_TOC

⁹ URL: <http://www.endhomelessness.org/library/entry/rapid-re-housing2>

¹⁰ URL: <https://www.hudexchange.info/resource/3891/rapid-re-housing-brief/>

¹¹ URL: <http://www.endhomelessness.org/library/entry/rapid-re-housing-a-history-and-core-components>

While these documents address a number of factors to consider for quality Rapid Rehousing, applicants should note that the following are key factors that reviewers will be paying specific attention to in reviewing applications:

- How the project will implement a Housing First model of service delivery.
- A description of the how applicant's current relationships with local landlords helps participants identify housing.
- How the project will assist participants with accessing mainstream services.

Allowable Costs & Initial Project Terms

All projects are limited to requesting only a 1-year budget for the initial project term, unless the project is requesting acquisition/rehabilitation/new construction costs. Projects that request acquisition/rehabilitation/new construction costs must request an initial grant term of 3 years. After the initial grant term, the project may be eligible for renewal depending upon performance and funding availability.

Allowable costs vary depending upon the type of project being applied for. Applicants should review this section closely, as any applications that request unallowable costs will result in the application not being considered.

Allowable Costs: Scattered Site PSH

Allowable Costs

Scattered site PSH may request the following budget lines:

- Leasing
- Tenant-Based Rental Assistance
- Sponsor-Based Rental Assistance
- Operating
- Supportive Services
- HMIS
- Administrative Costs (up to 7% of project costs)

At least 70% of the total program funding (ie, all costs minus costs for administration) must be used for leasing, rental assistance, or operating. No more than 30% of the total program funding may be used for supportive services and/or HMIS combined. Please note there are also limitations on the types of supportive services that are allowed, as given in the budget charts.

Note the following restrictions:

Budget lines that may not be combined in a Scattered Site PSH project:

- Rental Assistance + Leasing = Not Allowed
- Rental Assistance + Operating = Not Allowed

¹² URL: <http://www.endhomelessness.org/library/entry/rapid-re-housing2>

Allowable Costs: Project-Based PSH

Allowable Costs

Project-based PSH may request the following budget lines:

- Acquisition/Rehabilitation/New Construction
- Leasing
- Project- Based Rental Assistance
- Sponsor-Based Rental Assistance
- Operating
- Supportive Services
- HMIS
- Administrative Costs (up to 7% of project costs)

At least 70% of the total program funding (ie, all costs minus costs for administration) must be used for leasing, rental assistance, or operating. No more than 30% of the total program funding may be used for supportive services and/or HMIS combined. Please note there are also limitations on the types of supportive services that are allowed, as given in the budget charts.

Note the following restrictions:

Budget lines that may not be combined in a Project-Based PSH project:

- Rental Assistance + Leasing = Not Allowed
- Rental Assistance + Operating = Not Allowed

Allowable Costs: Rapid Rehousing

Allowable Costs

Rapid Rehousing project may request the following budget lines:

- Tenant-Based Rental Assistance
- Supportive Services
- HMIS
- Administrative Costs (up to 7% of project costs)

At least 70% of the total program funding (ie, all costs minus costs for administration) must be used for rental assistance. No more than 30% of the total program funding may be used for supportive services and/or HMIS combined.

Please note there are also limitations on the types of supportive services that are allowed, as given in the budget charts.

Definitions

Leasing vs. Rental Assistance

Applicants may apply for **either** leasing or rental assistance. [HUD has provided materials describing the differences between leasing and rental assistance](#)¹³. One of the most significant differences is that with leasing assistance, the lease is between the landowner and the recipient, and the client holds a sub-lease with the grantee. In a rental assistance program, the lease is directly between the landowner and the client. There are additional important differences between the two types of programs, and applicant organizations are encouraged to review these materials at www.hudexchange.info.

Defining “New” Projects

Reallocated funding and bonus funding may only be used to fund new projects. New projects are defined as:

- The proposed project has not previously provided services or supportive housing for homeless persons; or
- The proposed project is expanding an existing non-CoC funded project in order to increase the number of homeless persons served (only the expansion is considered eligible for funding); or
- The proposed project is expanding an existing CoC funded project in order to increase the number of homeless persons served (only the expansion is considered eligible for funding); or
- The proposed project is to bring the physical condition of property to Housing Quality Standards (HQS) (only activities that are code-related are eligible for funding); or
- The proposed project is replacing non-renewable Federal or private funds in an existing project; or
- The proposed project is re-starting a CoC project that received HUD McKinney-Vento funds in the past, but the HUD McKinney-Vento funds ended when the project term expired and the project did not continue to provide services or supportive housing for homeless persons (development costs cannot be requested under these circumstances).

Defining Scattered Site vs Project Based Housing

Project based housing (also called “single site housing”) is housing in which tenants live in units in the same building or a group of building. Tenants receive supportive services either on-site in the building or off-site at another location.

Scattered-site housing, is housing in which tenants live in independent apartments or units throughout the community, in either private or agency-owned housing. Depending on the program and the choice of the tenant, supportive services may be provided either through home visits to the tenant’s unit, or at other locations in the community

¹³ URL: <https://www.hudexchange.info/coc/coc-2-0-training-materials/coc-program-components-and-eligible-costs/>

Application Submission

All application materials must be delivered to HAND's office at:

3701 Miracles Blvd, Suite 101
Detroit, MI 48201

Mailed, emailed or faxed application packets will not be accepted.

All application materials must be delivered to HAND's office on **July 11, 2016 at 3:00 PM**. Please note the time application materials are due. They are due on **July 11, 2016 at 3:00 PM**. Applications submitted after this time will not be considered.

Directions to HAND's office

HAND's offices are located in the Woodbridge Estates neighborhood

Driving Directions:

- From MLK & Lodge (M-10): Right into Woodbridge Estates (which is Miracles Blvd)
 - Our building is located on LEFT (one of three brown stone high rises) – Look for Letter K or 502 on building

- From Grand River and Selden (heading East on Selden):
 - Make a right on Miracles
 - Our building is located on the RIGHT (one of three brown stone high rises) – Look for Letter K or 502 on building

After entering the building, take the elevator up to the 1st floor.

Additional Information

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x104.

**Draft Scoring Criteria for New Project Application
Permanent Supportive Housing (PSH) & Rapid ReHousing (RRH)**

Scoring Criteria

Applications applying for new PSH or RRH funding to will be scored and evaluated on the following components. Please note there are slight variations in the components to be evaluated, based on the type of project being applied for:

Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH
Applicant Experience & Capacity	<ul style="list-style-type: none"> • If agency currently provides RRH or PSH (points if “yes”) • Any outstanding concerns with current CoC grants • Clarity of roles of partners on project (if applicable) <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • None 	5	5	5
Attachments (inclusion and content of)	<ul style="list-style-type: none"> • Required attachments all submitted, and no concerns/issues noted therein • Audit will be reviewed separately, as noted below. <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • Addition of audit review 	5	5	5
Project Description	<ul style="list-style-type: none"> • Clarity of overall description of project • If it will be able to be in operation w/in 6 months of receiving grant agreement <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • None 	10	10	10

Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH
Housing First Experience	<ul style="list-style-type: none"> • Description of how they incorporate Housing First • Review an example of lease (required attachment) • Review of eviction prevention policies (required attachment) <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • None 	22	22	22
Participation in CAM	<ul style="list-style-type: none"> • Extent to which agency participated in CAM over the course of 2015 and to present (ie, attending mtgs, accepted referrals via CAM for a PSH or RRH project) • Agencies that have never participated in CAM will be unable to earn these points. <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • In 2015 projects were evaluated on how they would prioritize those with the highest need. This criteria is now changed, considering the implementation of CAM for RRH and PSH 	10	10	10
Ability to Leverage Medicaid & Mainstream Services	<ul style="list-style-type: none"> • Extent to which agency has activities in place to enroll persons in Medicaid or other mainstream resources (all) • Extent to which agency is able to bill Medicaid for services, or has partnership (MOU provided) with agency that is able to bill Medicaid (PSH only) • The greater extent to which agency is able to leverage Medicaid or other mainstream 	20	20	10

Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH
	resources, the greater ability to earn points <u>Change from 2015</u> • None			
Site Description	<ul style="list-style-type: none"> • Description of the project site and its' appropriateness as PSH • Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc) • Extent to which units are private (more private the unit, more points that may be earned) <u>Change from 2015</u> <ul style="list-style-type: none"> • None 	N/A	23	N/A
Relationships with Landlords	<ul style="list-style-type: none"> • How the agency works with landlords to recruit their participation • How agency ensures on-going communication and maintenance of positive relationships with landlords <u>Change from 2015</u> <ul style="list-style-type: none"> • None 	23	N/A	33
Client Services & Outcomes	<ul style="list-style-type: none"> • Extent to which past clients have been able to obtain/maintain permanent housing and increase income/employment (based on data provided) • Extent to which project assists client with connecting to other mainstream services <u>Change from 2015</u> <ul style="list-style-type: none"> • None 	15	15	15

Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH
Budget, Costs, Match, & Leveraging	<ul style="list-style-type: none"> • Documentation of leveraging and match • Budget requests allowable costs • Per-unit cost (agencies will be required to submit entire budget for project, not just the CoC funds being requested) • For leveraging and match: If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match/leverage is distinct for each <p><u>Change from 2015</u></p> <ul style="list-style-type: none"> • Per unit cost: in 2015, unable to evaluate this adequately • Match/leverage distinctions 	15	15	15
Total Maximum Points Possible		125	125	125

Threshold Score

Projects that score less than 70% of the maximum points possible will not be given further consideration for funding. The Detroit CoC reserves the right to reject all proposals or reject portions of any proposal.

Audit Review

All projects seeking new funding, will be required to submit the organization's most recent financial audit, including the most recent A-133 audit, if applicable. The audits will be reviewed; any concerns or findings noted in the audit, especially but not necessarily limited to, material findings of a lack of internal financial controls, will be addressed on a case-by-case basis. The CoC reserves the right to not fund new projects in the event of significant concerns regarding an organization's financial capacity.

Application for Permanent Supportive Housing: Scattered Site

Application Submission

All application materials must be delivered to HAND's office at:

3701 Miracles Blvd, Suite 101
Detroit, MI 48201

Mailed, emailed or faxed application packets will not be accepted.

All application materials must be delivered to HAND's office by **3:00 PM on July 11, 2016**. Please note the time application materials are due. They are due by **3:00 PM on July 11, 2016**. Applications submitted after this time will not be considered.

Scoring Details

All projects will be reviewed and scored on a given point scale. The scoring details are provided in the document "FY2016 New Project Request for Proposals".

Threshold Score

Projects that score less than 70% of the maximum points possible will not be given further consideration for funding. The Detroit Continuum of Care (CoC) reserves the right to reject all proposals or reject portions of any proposal.

Additional Information

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x104.

Application for Permanent Supportive Housing: Scattered Site

Submission Checklist

The following items must be submitted to HAND by **by 3:00 PM on July 11, 2016**. Only one copy of each item is needed.

Clearly label all attachments, using the attachment number given, even if attachments will end up not being number sequentially due to an attachment not being applicable. If an attachment does not apply, place a (✓) in the “Not Applicable” column. Only one copy of each attachment is required. Copies of all materials submitted must be single-sided only. Please do not submit materials that are printed double-sided.

		Attached (✓)	Not Applicable (✓)
	Submission Checklist (this page)		
	Completed Application (being on page 3 of this packet)		
	Completed Budget Pages		
	Completed Match Chart		
	Completed Leverage Chart		
Attachment Number	Attachment Description		
#1	Most A-133 audit		
#2	Most recent agency financial audit		
SKIP ATTACHMENT #3. CONTINUE ATTACHMENT NUMBERING WITH #4			
#4	MOU, BAA, or other similar agreement with Medicaid billable providers (Question 13)		
	<u>If monitored by HUD since June 2013: (Question 17)</u>		
#5	Notification from HUD that project will be monitored		
#6	Monitoring report from HUD		
#7	Organization’s response to monitoring report		
#8	Documentation from HUD that monitoring concern or finding satisfied		
#9	Any other monitoring-related correspondence		
#10	Eviction prevention policies (Question 18)		
#11	Copy of current lease or sub-lease in use by a current program participant, with participation information redacted (Question 19)		
#12	Written commitment of match identified		
#13	Written commitment of leveraging identified		
	<u>Signature Page</u> <i>If project has both recipient and sub-recipient(s), it may have more than one signature page.</i>		
#14	Signed by Recipient		
#14	Signed by Sub-recipient(s)		

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

d. Managing basic organization operations including financial accounting systems.

2. **Collaborative Application:** If this is a collaborative application, please clearly describe the distinct roles and responsibilities of each entity identified in the application. If this is not a collaborative application, respond "N/A". *(no character limit)*

3. **Leveraging Experience:** Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds." *(limit: 3,000 characters, with spaces)*

4. **Organization & Management Structure:** Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system. Include the organization and management structure of the applicant and all subrecipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. *(limit: 3,000 characters, with spaces)*

5. **Project Description:** Provide a description of the project that addresses the entire scope of the project, including the following: *(no character limit)*

- a. The target population(s) to be served. If the project is proposing to more narrowly define the target population other than chronically homeless individuals, provide data and rationale that provides evidence as to why a more narrow target population is necessary;
- b. The plan for addressing the identified needs/issues of the target population(s);
- c. Projected outcome(s);
- d. Coordination with other source(s)/partner(s);
- e. Capacity for assessing need;

The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

6. **Participation in Coordinated Assessment Model (CAM):** Respond to the following:

- a. How did your agency participate in CAM over the past year? "Participation" is defined as sending/receiving referrals to/from CAM, participating in PSH match meetings, attending service provider workgroup meetings or focus groups, or attending other CAM-related meetings.
- b. Describe how this project will work with CAM to solely receive referrals for these units and to help ensure the referrals received are successfully housed.

7. **Landlord Relationships:** Describe how your organization reaches out to, and engages with local landlords to recruit their participation in making their units available to program participants. In your description, explain how your organization maintains an on-going positive relationship and communication with landlords renting to your organization's program participants. *(no character limit)*

8. Project Schedule: Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will be ready to begin housing activities within 6 months of receiving the award letter from HUD if funded. *(limit: 3,000 characters, with spaces)*

9. Obtaining & Maintaining Permanent Housing: Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. *(no character limit)*

10. Increasing Employment/Income: Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently. Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently. *(limit: 3,000 characters, with spaces)*

11. Current Scattered Site PSH Provider: Does the applicant or subrecipient currently provide scattered-site Permanent Supportive Housing, either in the Detroit CoC or a neighboring CoC?

- Yes, and those project(s) receive Continuum of Care funding
- Yes, and those project(s) do not receive Continuum of Care funding
- Yes, and some of those project(s) receive Continuum of Care funding and some do not
- No, neither the applicant nor subrecipient currently provide scattered-site PSH

If “yes”, and the project is not in the Detroit CoC, identify which CoC the project is located in:

12. Housing First Experience: Please respond to both parts of this question.

a. Does your current project-based PSH project(s) follow a “Housing First” model?

- Yes for all of our current PSH projects (regardless of funding source)
- Yes for some, but not all of our PSH projects (regardless of funding source)
- No, none of our PSH projects practice Housing First
- N/A, we do not currently operate any PSH

b. Describe how your organization currently puts into practice a Housing First model of service delivery. If your organization does not currently practice Housing First, describe how you will implement Housing First.

13. Leveraging Medicaid: Does the applicant and/or subrecipient currently have the capacity to bill Medicaid for Medicaid-billable services?

Yes (if “yes”, answer question “a” below)

- a. Explain how this billing arrangement works and what aspects of supportive housing services your organization currently bills for:

No (if “no”, answer both parts of question “b” below)

- b. Does the applicant and/or subrecipient currently have a formal partnership as evidenced by a Memorandum of Understanding (MOU) or Business Associates Agreement (BAA) or other similar agreement with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers)?

Yes No

If “yes”, identify these providers and submit as Attachment #4 a copy of the MOU, BAA, or other similar agreement:

14. Enrolling Clients in Medicaid: Describe the specific activities that are in place to enroll clients in Medicaid.

15. Linking Participants to Mainstream Resources: Describe how your organization assists clients with accessing mainstream resources that help them to achieve greater stability and integration into the community.

16. Past Outcomes: Describe successes and outcomes the applicant and subrecipient have had in:

- a. Assisting tenants of their current PSH project(s) to remain stably housed or to move to other permanent housing; AND
- b. Assisting tenants of their current PSH project(s) with increasing their income and employment (includes employment income or benefits)

The response should include data specific to the outcome (e.g., “XX% of persons in project remained stably housed over the last project term”).

17. Current Continuum of Care Grant(s) Issues: Respond to both of the following:

- a. State whether the applicant had any unexpended funds from its most recently completed HUD Continuum of Care grant(s), including how much was unexpended and steps being taken to ensure all funds are expended for future grants. If there were no unexpended funds, respond “N/A”;

- b. If the organization has been monitored by HUD within the last three years (since June 2013), complete the following table and attach the required documents. If the organization has not been monitored since June 2013, respond “N/A”.

Attached (✓)	
	Attachment #5: Notification letter or email from HUD that your organization will be monitored
	Attachment #6: Monitoring report from HUD (the report that identifies any concerns or findings); OR <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #7: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization’s response to these items; OR <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization’s response
	Attachment #8: Documentation from HUD that a monitoring concern or finding has been satisfied; OR <input type="checkbox"/> N/A: HUD has not yet responded to our organization’s response to the monitoring report
	Attachment #9: Any other monitoring-related correspondence between your organization and HUD; OR <input type="checkbox"/> N/A: No other correspondence to provide

If the applicant organization does not currently receive HUD Continuum of Care funding, respond “N/A”.

- 18. Eviction Prevention:** Describe how the project will prevent evictions. Provide a copy of the organization’s eviction prevention policies as Attachment #10. If the organization does not have eviction prevention policies, describe how the organization will develop such policies. (*no character limit*)
- 19. Lease Obligations:** Tenants in PSH should have a lease or sub-lease that is identical to that of a non-supportive housing tenant. The lease should have no service requirements nor limits on length of stay as long as the terms of the lease are met. Please respond to the following:
- a. **Current PSH providers:** Submit a copy of a lease or sub-lease agreement for a client who is currently residing in one of your PSH projects as Attachment #11. **ALL CLIENT IDENTIFYING INFORMATION MUST BE REDACTED WHEN SUBMITTING THIS INFORMATION.** This lease will be reviewed to determine the extent to which it meets the standards given above.
 - b. **New PSH providers:** For applicants that do not currently operate PSH, describe how, if funded, you will develop lease or sub-lease agreements that meet the standards given above.
- 20. Budget:** Submit the appropriate budget charts for this project using the charts below. The budget pages do not count towards any page or character limit. Also answer this question:
- a. Projects are not required to request funds for supportive services. If the applicant chooses to not request funds for supportive services, please demonstrate how the applicant will fund the supportive services necessary to allow project participants to obtain and maintain housing. Applicants that are requesting supportive services funding may respond to this question with “N/A”.

Budget Pages for Permanent Supportive Housing: Scattered Site

Project-based PSH projects may select one of the three budget options below. Note that each budget option contains differing line items that the project may request. Select which budget option your project is requesting, and complete on the following pages the corresponding budget line item charts.

PSH: Project Based Option #1	PSH: Project Based Option #2	PSH: Project Based Option #3
Project must request at least: <ul style="list-style-type: none"> • Leasing 	Project must request at least: <ul style="list-style-type: none"> • Rental Assistance (TBRA or SBRA) 	Project must request at least: <ul style="list-style-type: none"> • Operating
May additionally request any of the following <i>(although some limitations may apply):</i> <ul style="list-style-type: none"> • Operating • Supportive Services • HMIS • Admin 	May additionally request any of the following <i>(although some limitations may apply):</i> <ul style="list-style-type: none"> • Supportive Services • HMIS • Admin 	May additionally request any of the following <i>(although some limitations may apply):</i> <ul style="list-style-type: none"> • Leasing • Supportive Services • HMIS • Admin
<i>May not request:</i> <ul style="list-style-type: none"> • Rental assistance • Acquisition/Rehab/ New Construction 	<i>May not request</i> <ul style="list-style-type: none"> • Leasing • Operating • Acquisition/Rehab/ New Construction 	<i>May not request:</i> <ul style="list-style-type: none"> • Rental Assistance • Acquisition/Rehab/ New Construction
Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term 	Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term 	Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term

Note that the following budget line may not be combined in a single Project-Based PSH project:

- Rental Assistance + Leasing = Not Allowed
- Rental Assistance + Operating = Not Allowed

All budget terms are limited to 1 year.

This application is requesting the following budget option:

- Option #1
 Option #2
 Option #3

Based on the budget option being requested, complete the following budget line item charts below.

Sponsor Based Rental Assistance Budget Chart

Note: If requesting sponsor-based rental assistance, the project must have identified a sub-recipient (i.e., sponsor organization) that will own or lease the units. This organization must be identified in question 2.

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR Budget must be calculated using FY2015 FMR rates		12 months		Sponsor-Based Rental Assistance Request <i>(may only request 1 year)</i>	
SRO		X	\$399	X	12	=		
0 Bedroom		X	\$532	X	12	=		
1 Bedroom		X	\$658	X	12	=		
2 Bedroom		X	\$863	X	12	=		
Total units requested:			Total annual SBRA requested:					
<p><i>*The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.</i></p>							<p>↑ enter amount in line 1 of summary budget</p>	

Tenant Based Rental Assistance Budget Chart

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR Budget must be calculated using FY2015 FMR rates		12 months		Tenant-Based Rental Assistance Request <i>(may only request 1 year)</i>	
SRO		X	\$399	X	12	=		
0 Bedroom		X	\$532	X	12	=		
1 Bedroom		X	\$658	X	12	=		
2 Bedroom		X	\$863	X	12	=		
Total units requested:			Total annual TBRA requested:					
<p><i>* The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.</i></p>							<p>↑ enter amount in line 2 of summary budget</p>	

Leasing Budget Chart

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR, given for reference only	HUD Paid Rent Amount (may be at or below FMR)		12 months		Leasing Request (may only request 1 year)
SRO		X	\$399		X	12	=	
0 Bedroom		X	\$532		X	12	=	
1 Bedroom		X	\$658		X	12	=	
2 Bedroom		X	\$863		X	12	=	
Total units requested:		Total annual leasing requested:						

*The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.

↑
enter amount in line 3 of summary budget

Operating Budget Chart

Applicants should reference the CoC Program Interim Rule Regulations (§578.55) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested <i>(may only request 1 year)</i>
1. Maintenance/Repair		
2. Property Taxes & Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, Water		
6. Furniture		
7. Equipment (lease or buy)		
Total Annual Amount Requested		
		↑ enter amount in line 4 of summary budget

Supportive Services Budget Chart

PSH projects may only request the supportive services costs identified below. Applicants should reference the CoC Program Interim Rule Regulations (§578.53(e)) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested <i>(may only request 1 year)</i>
1. Assistance with Moving Costs <i>(limited to truck rental and hiring a moving company)</i>		
2. Case Management		
3. Food		
4. Housing Search and Counseling Services		
5. Legal services		
6. Life Skills		
7. Outreach services		
8. Transportation		
9. Utility deposits <i>(eligible cost only if not included in rental/leasing agreement)</i>		
Total Annual Amount Requested		
		↑ <i>enter amount in line 5 of summary budget</i>

HMIS Budget Chart

Applicants should reference the CoC Program Interim Rule Regulations (§578.57) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested <i>(may only request 1 year)</i>
1. Equipment		
2. Software		
3. Service		
4. Personnel		
5. Space & Operations		
Total Annual Amount Requested		
		↑ <i>enter amount in line 6 of summary budget</i>

Summary Budget for Requested CoC Funding

Line	Eligible Costs	Amount Requested (all requests are for a 1 year term)
1	Sponsor-Based Rental Assistance	
2	Tenant-Based Rental Assistance	
3	Leasing	
4	Operations	
5	Supportive Services	
6	HMIS <i>(sum of lines 5 and 6 may not exceed 30% of line 7)</i>	
7	Sub-Total Amount Requested <i>(add lines 1 through 6)</i>	
8	Administrative Costs <i>(Up to 7% of line 7)</i>	
9	Total Assistance + Admin Requested	
To Calculate Match Requirement		
10	Multiple the sum of lines 1, 2, 4, 5, 6, 7 and 8 by 25% (.25). This is the match requirement. Leasing costs (line 3) do not require match.	
11	Total Match <i>(should the same as given in the match chart below, and be greater than or equal to line 10)</i>	

Total Project Budget

In the chart below, provide the total budget for this project. These are costs that are used to directly support the implementation of the requested project.

	(A)	(B)	(C)	(D)
Eligible Costs	CoC Funding Request <i>(must be same as in summary chart above)</i>	Matching Funds <i>(must be the same as in the matching chart below)</i>	Additional Funding <i>(these are funds in addition to match; also complete table below)</i>	Total <i>(sum across the rows)</i>
Acquisition/Rehabilitation/ New Construction				\$
Rental Assistance				\$
Leasing				\$
Operations				\$
Supportive Services				\$
HMIS				\$
Administrative Costs				\$
Total <i>(sum columns A - C)</i>	\$	\$	\$	
GRAND TOTAL <i>(sum of column D)</i>				\$

Additional Funding Detail

In this table, provide details on the sources of additional funding, as given in the chart above. *NOTE: These are sources of funding over and above the CoC funding request and the match requirements. Do not including matching funds here; information on matching funds should be given in the chart below.*

Name of Funding Source (ie, XYZ Foundation, private donations, etc)	Amount of actual/expected commitment	Actual or expected commitment from the funding source? (select one)
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected

(add rows as needed)

Match Chart

In the chart below, identify the sources of match for this project. Applicants may add more lines to the tables if needed. Applicants that provide written commitments of match with their project applications will receive more points.

Applicants should reference the CoC Program Interim Rule Regulations (§578.73) for details on match.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as match for this project*	Copy of Written Commitment submitted to HAND as Attachment #12? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Total (should equal line 11 in summary budget chart)					

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency’s project applications to ensure no one source is used in total as match/leverage for more than one project.

Leverage Chart

In the chart below, identify the sources of leverage for this project. Applicants may add more lines to the table if needed. Applicants that are able to demonstrate leverage in the amount of at least 200% of their budget request will receive more points.

Applicants should only include leverage for which they have a written commitment at the time of application. HAND is requiring these written commitments to be submitted to HAND with the project application. If selected for funding, these written commitments will need to be uploaded into eSNAPS with the project application.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as leverage for this project*	Copy of Written Commitment submitted to HAND as Attachment #13? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
				Total		

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency's project applications to ensure no one source is used in total as match/leverage for more than one project.

Signature Page (Attachment #14)

This page is to be signed by the Executive Director of the recipient and subrecipient agency or his/her authorized representative. If a project has a more than one subrecipient, this page may be duplicated with each subrecipient signing the page.

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 project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- 3) The funded project will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of project being funded has been implemented.
- 4) The data submitted with this application (in both the APR submitted to HUD via eSNAPS and any data generated from HMIS) is complete, accurate, and correct.
- 5) 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. It is understood that details on the criteria and process for which my agency may submit an appeal to the Detroit CoC Board are found in the [FY2016 Appeals Policy](#), and that any appeals decisions made by the Detroit CoC Board will be final.
- 6) It is understood that renewal and new projects will be submitted to HUD in accordance with the [FY2016 Project Ranking Policies](#) and that such project ranking decisions are final.
- 7) It is understood that should the Detroit CoC Board decide to reallocate a renewal project in part or in whole to fund new project(s), such a decision is final and cannot be appealed to the Detroit CoC Board.
- 8) It is understood that the Detroit CoC Board is responsible for making decisions on which new and renewal projects are submitted to HUD each year as part of the annual CoC competition, and that the ultimate decision in whether or not a project is funded is made by HUD. It is further understood that 24 CFR §578.35 describes certain situations in which an agency may submit an appeal directly to HUD. It is agreed that the submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken for the project.
- 9) It is understood that if my agency has any outstanding assessments due to HAND as of July 15, 2016, my new project application(s) will not be submitted to HUD via eSNAPS for funding.

Signed: _____ Date: _____
(Executive Director or authorized representative)

Name Printed: _____

Application for Permanent Supportive Housing: Project Based

Application Submission

All application materials must be delivered to HAND's office at:

3701 Miracles Blvd, Suite 101
Detroit, MI 48201

Mailed, emailed or faxed application packets will not be accepted.

All application materials must be delivered to HAND's office by **3:00 PM on July 11, 2016**. Please note the time application materials are due. They are due by **3:00 PM on July 11, 2016**. Applications submitted after this time will not be considered.

Scoring Details

All projects will be reviewed and scored on a given point scale. The scoring details are provided in the document "FY2016 New Project Request for Proposals".

Threshold Score

Projects that score less than 70% of the maximum points possible will not be given further consideration for funding. The Detroit Continuum of Care (CoC) reserves the right to reject all proposals or reject portions of any proposal.

Additional Information

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x104.

Application for Permanent Supportive Housing: Project Based

Submission Checklist

The following items must be submitted to HAND by **by 3:00 PM on July 11, 2016**. Only one copy of each item is needed.

Clearly label all attachments, using the attachment number given, even if attachments will end up not being number sequentially due to an attachment not being applicable. If an attachment does not apply, place a (✓) in the “Not Applicable” column. Only one copy of each attachment is required. Copies of all materials submitted must be single-sided only. Please do not submit materials that are printed double-sided.

		Attached (✓)	Not Applicable (✓)
	Submission Checklist (this page)		
	Completed Application (being on page 3 of this packet)		
	Completed Budget Pages		
	Completed Match Chart		
	Completed Leverage Chart		
Attachment Number	Attachment Description		
#1	Most A-133 audit		
#2	Most recent agency financial audit		
#3	A deed or long-term lease demonstrating site control for a building or units where evidence of site control exceed the requested grant term, and where the building or units are ready to be occupied no later than 6 months after the award of funds.		
#4	MOU, BAA, or other similar agreement with Medicaid billable providers (Question 13)		
	<u>If monitored by HUD since June 2013: (Question 17)</u>		
#5	Notification from HUD that project will be monitored		
#6	Monitoring report from HUD		
#7	Organization’s response to monitoring report		
#8	Documentation from HUD that monitoring concern or finding satisfied		
#9	Any other monitoring-related correspondence		
#10	Eviction prevention policies (Question 18)		
#11	Copy of current lease or sub-lease in use by a current program participant, with participation information redacted (Question 19)		
#12	Written commitment of match identified		
#13	Written commitment of leveraging identified		
	<u>Signature Page</u> <i>If project has both recipient and sub-recipient(s), it may have more than one signature page.</i>		
#14	Signed by Recipient		
#14	Signed by Sub-recipient(s)		

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

Applicant Contact Information

Applicant Organization's Name:	
Project Applicant Address: Street:	
City:	State: ZIP:
Contact Person of Project Applicant	
Name:	Phone Number:
Title:	Email:
Contact information for Project Applicant Executive Director (if different from above)	
__ information same as above	
Name:	Phone Number:
	Email:
Project Name:	
Project Address: Street:	
City:	State: ZIP:
Project Sub-recipient Organization Name (If applicable):	
Project Sub-recipient's Address	
Street:	
City:	State: Zip:
Contact Person of Project Sub-recipient	
Name:	Phone Number:
Title:	Email:

Application Questions

Applicants should fully respond to the following questions. Please note some questions have specific character limitations. These limits must be adhered to as these are the character limits in eSNAPS. Questions without a character limit must be answered as succinctly as possible.

1. **Applicant Experience:** Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following: *(limit: 6,000 characters, with spaces, for entire answer)*
 - a. Working with and addressing the target population's identified housing and supportive service needs
 - b. Developing and implementing relevant program systems, and/or services;
 - c. Identifying and securing matching funds from a variety of sources; and

d. Managing basic organization operations including financial accounting systems.

2. **Collaborative Application:** If this is a collaborative application, please clearly describe the distinct roles and responsibilities of each entity identified in the application. If this is not a collaborative application, respond "N/A". *(no character limit)*
3. **Leveraging Experience:** Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds." *(limit: 3,000 characters, with spaces)*
4. **Organization & Management Structure:** Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system. Include the organization and management structure of the applicant and all subrecipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. *(limit: 3,000 characters, with spaces)*
5. **Project Description:** Provide a description of the project that addresses the entire scope of the project, including the following: *(no character limit)*
 - a. The target population(s) to be served. If the project is proposing to more narrowly define the target population other than chronically homeless individuals, provide data and rationale that provides evidence as to why a more narrow target population is necessary;
 - b. The plan for addressing the identified needs/issues of the target population(s);
 - c. Projected outcome(s);
 - d. Coordination with other source(s)/partner(s);
 - e. Capacity for assessing need;

The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

6. **Participation in Coordinated Assessment Model (CAM):** Respond to the following:
 - a. How did your agency participate in CAM over the past year? "Participation" is defined as sending/receiving referrals to/from CAM, participating in PSH match meetings, attending service provider workgroup meetings or focus groups, or attending other CAM-related meetings.
 - b. Describe how this project will work with CAM to solely receive referrals for these units and to help ensure the referrals received are successfully housed.
7. **Site Description:** Provide a description of the site that will be used for this project. Provide a response to each of the items below. *(no character limit)*
 - a. Address(es) of the proposed site.
 - b. How many units of housing will be provided by this project and what will be the size of the unit (ie, SRO, studio, 1 bedroom, etc)?
 - c. Is this property currently in use, or is it vacant?
 - d. If currently in use, what is the site currently being used for?
 - e. If the current use differs from the proposed PSH project, what will happen with the current residents and/or programming currently occurring in the building?

- f. Are there any restricted use covenants on the property or zoning changes needed? If so, please explain.
- g. Describe the physical layout of the units in which the participants will reside. Specifically, indicate the following: if the participant will have private sleeping quarters, if the participant will have private or shared bathing facilities, and if the participant will have access to space to store and prepare food.
- h. Describe any rehabilitation work needed to the site to develop it into PSH, the timeline for completing the work, progress on the rehabilitation to date, and sources of funding applied for or secured to fund the rehabilitation work.
- i. If not already identified in above in part “g”, identify additional sources of funding that will be used to support this project, and indicate whether or not these funds have already been secured.

8. Project Schedule: Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project will be ready to begin housing activities within 6 months of receiving the award letter from HUD if funded. *(limit: 3,000 characters, with spaces)*

9. Obtaining & Maintaining Permanent Housing: Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. *(no character limit)*

10. Increasing Employment/Income: Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently. Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently. *(limit: 3,000 characters, with spaces)*

11. Current Project-Based PSH Provider: Does the applicant or subrecipient currently provide project-based Permanent Supportive Housing, either in the Detroit CoC or a neighboring CoC?

- Yes, and those project(s) receive Continuum of Care funding
- Yes, and those project(s) do not receive Continuum of Care funding
- Yes, and some of those project(s) receive Continuum of Care funding and some do not
- No, neither the applicant nor subrecipient currently provide project-based PSH

If “yes”, and the project is not in the Detroit CoC, identify which CoC the project is located in:

12. Housing First Experience: Please respond to both parts of this question.

a. Does your current project-based PSH project(s) follow a “Housing First” model?

- Yes for all of our current PSH projects (regardless of funding source)
- Yes for some, but not all of our PSH projects (regardless of funding source)
- No, none of our PSH projects practice Housing First
- N/A, we do not currently operate any PSH

b. Describe how your organization currently puts into practice a Housing First model of service delivery. If your organization does not currently practice Housing First, describe how you will implement Housing First.

13. Leveraging Medicaid: Does the applicant and/or subrecipient currently have the capacity to bill Medicaid for Medicaid-billable services?

Yes (if “yes”, answer question “a” below)

a. Explain how this billing arrangement works and what aspects of supportive housing services your organization currently bills for:

No (if “no”, answer both parts of question “b” below)

b. Does the applicant and/or subrecipient currently have a formal partnership as evidenced by a Memorandum of Understanding (MOU) or Business Associates Agreement (BAA) or other similar agreement with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers)?

Yes No

If “yes”, identify these providers and submit as Attachment #4 a copy of the MOU, BAA, or other similar agreement:

14. Enrolling Clients in Medicaid: Describe the specific activities that are in place to enroll clients in Medicaid.

15. Linking Participants to Mainstream Resources: Describe how your organization assists clients with accessing mainstream resources that help them to achieve greater stability and integration into the community.

16. Past Outcomes: Describe successes and outcomes the applicant and subrecipient have had in:

- a. Assisting tenants of their current PSH project(s) to remain stably housed or to move to other permanent housing; AND
- b. Assisting tenants of their current PSH project(s) with increasing their income and employment (includes employment income or benefits)

The response should include data specific to the outcome (e.g., “XX% of persons in project remained stably housed over the last project term”).

17. Current Continuum of Care Grant(s) Issues: Respond to both of the following:

- a. State whether the applicant had any unexpended funds from its most recently completed HUD Continuum of Care grant(s), including how much was unexpended and steps being taken to ensure all funds are expended for future grants. If there were no unexpended funds, respond “N/A”;
- b. If the organization has been monitored by HUD within the last three years (since June 2013), complete the following table and attach the required documents. If the organization has not been monitored since June 2013, respond “N/A”.

Attached (✓)	
	Attachment #5: Notification letter or email from HUD that your organization will be monitored
	Attachment #6: Monitoring report from HUD (the report that identifies any concerns or findings); OR <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #7: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization’s response to these items; OR <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization’s response
	Attachment #8: Documentation from HUD that a monitoring concern or finding has been satisfied; OR <input type="checkbox"/> N/A: HUD has not yet responded to our organization’s response to the monitoring report
	Attachment #9: Any other monitoring-related correspondence between your organization and HUD; OR <input type="checkbox"/> N/A: No other correspondence to provide

If the applicant organization does not currently receive HUD Continuum of Care funding, respond “N/A”.

18. Eviction Prevention: Describe how the project will prevent evictions. Provide a copy of the organization’s eviction prevention policies as Attachment #10. If the organization does not have eviction prevention policies, describe how the organization will develop such policies. *(no character limit)*

19. Lease Obligations: Tenants in PSH should have a lease or sub-lease that is identical to that of a non-supportive housing tenant. The lease should have no service requirements nor limits on length of stay as long as the terms of the lease are met. Please respond to the following:

- a. **Current PSH providers:** Submit a copy of a lease or sub-lease agreement for a client who is currently residing in one of your PSH projects as Attachment #11. **ALL CLIENT IDENTIFYING INFORMATION MUST BE REDACTED WHEN SUBMITTING THIS INFORMATION.** This lease will be reviewed to determine the extent to which it meets the standards given above.

- b. New PSH providers:** For applicants that do not currently operate PSH, describe how, if funded, you will develop lease or sub-lease agreements that meet the standards given above.

20. Budget: Submit the appropriate budget charts for this project using the charts below. The budget pages do not count towards any page or character limit. Also answer this question:

- a.** Projects are not required to request funds for supportive services. If the applicant chooses to not request funds for supportive services, please demonstrate how the applicant will fund the supportive services necessary to allow project participants to obtain and maintain housing. Applicants that are requesting supportive services funding may respond to this question with "N/A".

Budget Pages for Permanent Supportive Housing: Project Based

Project-based PSH projects may select one of the four budget options below. Note that each budget option contains differing line items that the project may request. Select which budget option your project is requesting, and complete on the following pages the corresponding budget line item charts.

PSH: Project Based Option #1	PSH: Project Based Option #2	PSH: Project Based Option #3	PSH: Project Based Option #4
Project must request at least: <ul style="list-style-type: none"> • Leasing 	Project must request at least: <ul style="list-style-type: none"> • Rental Assistance (PBRA or SBRA) 	Project must request at least: <ul style="list-style-type: none"> • Acquisition/Rehab/ New Construction 	Project must request at least: <ul style="list-style-type: none"> • Operating
May additionally request any of the following (although some limitations may apply): <ul style="list-style-type: none"> • Operating • Supportive Services • HMIS • Admin 	May additionally request any of the following (although some limitations may apply): <ul style="list-style-type: none"> • Supportive Services • HMIS • Admin 	May additionally request any of the following (although some limitations may apply): <ul style="list-style-type: none"> • Operating • Supportive Services • HMIS • Admin 	May additionally request any of the following (although some limitations may apply): <ul style="list-style-type: none"> • Leasing • Supportive Services • HMIS • Admin
<i>May not</i> request: <ul style="list-style-type: none"> • Rental assistance • Acquisition/Rehab/ New Construction 	<i>May not</i> request <ul style="list-style-type: none"> • Leasing • Operating • Acquisition/Rehab/ New Construction 	<i>May not</i> request: <ul style="list-style-type: none"> • Leasing • Rental Assistance 	<i>May not</i> request: <ul style="list-style-type: none"> • Rental Assistance • Acquisition/Rehab/ New Construction
Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term 	Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term 	Initial grant term requested: <ul style="list-style-type: none"> • Must request minimum of 3-year budget, may request up to 5 years 	Initial grant term requested: <ul style="list-style-type: none"> • May only request a 1 year budget for initial grant term

Note that the following budget line may not be combined in a single Project-Based PSH project:

- Rental Assistance + Leasing = Not Allowed
- Rental Assistance + Operating = Not Allowed

This application is requesting the following budget option:

- Option #1 (*may only* request 1-year budget; be sure to complete charts below correctly)
- Option #2 (*may only* request 1-year budget; be sure to complete charts below correctly)
- Option #3 (*may only* request a 3, 4, or 5 year budget; be sure to complete charts below correctly)
- Option #4 (*may only* request 1-year budget; be sure to complete charts below correctly)

Based on the budget option being requested, complete the following budget line item charts below.

Acquisition/Rehabilitation/New Construction Line Budget Chart

Provide the address of the structure where the work will be completed:	
Street Address:	
City:	
ZIP:	
Eligible Costs	Annual Amount Requested
1. Acquisition	
2. Rehabilitation	
3. New Construction	
Total Annual Amount Requested	
Grant Term Requested in Years	
Total Request (multiply annual assistance requested by the number of years in grant term requested)	
↑ enter amount in line 1 of summary budget	

[If there is more than one location, copy and paste this table as needed to provide additional locations and requests. Each location must have its own budget request. The total of requests of all locations must be entered in line 1 in the summary budget]

Sponsor Based Rental Assistance Line Budget Chart

Note: If requesting sponsor-based rental assistance, the project must have identified a sub-recipient (i.e., sponsor organization) that will own or lease the units. This organization must be identified in question 2.

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR Budget must be calculated using FY2016 FMR rates		12 months		Sponsor-Based Rental Assistance Request
SRO		X	\$399	X	12	=	
0 Bedroom		X	\$532	X	12	=	
1 Bedroom		X	\$658	X	12	=	
2 Bedroom		X	\$863	X	12	=	
Total units requested:		Total annual SBRA requested:					
Grant Term Requested in Years							
Total Sponsor-Based Rental Assistance Request (multiply annual SBRA requested by the number of years in grant term requested)							
↑ enter amount in line 2 of summary budget							

**The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.*

Project Based Rental Assistance Line Budget Chart

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR Budget must be calculated using FY2016 FMR rates		12 months		Project-Based Rental Assistance Request	
SRO		X	\$399	X	12	=		
0 Bedroom		X	\$532	X	12	=		
1 Bedroom		X	\$658	X	12	=		
2 Bedroom		X	\$863	X	12	=		
Total units requested:		Total annual PBRA requested:						
Grant Term Requested in Years								
Total Project-Based Rental Assistance Request (multiply annual PBRA requested by the number of years in grant term requested)								
<p><i>*The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.</i></p>							<p>↑ enter amount in line 3 of summary budget</p>	

Leasing Budget Line Chart

Size of Unit*	# of Units to be Supported by Grant		FY2016 FMR, given for reference only	HUD Paid Rent Amount (may be at or below FMR)		12 months		Leasing Request
SRO		X	\$399		X	12	=	
0 Bedroom		X	\$532		X	12	=	
1 Bedroom		X	\$658		X	12	=	
2 Bedroom		X	\$863		X	12	=	
Total units requested:		Total annual leasing requested:						
Grant Term Requested in Years								
Total Leasing Request (multiply annual leasing requested by the number of years in grant term requested)								
<p><i>*The CoC is limiting these PSH bonus funds to only serve chronically homeless individuals, therefore the size of units to be requested is limited to no larger than a 2-bedroom unit. Please note that it is expected that the majority of the units requested will be 1-bedroom units or smaller.</i></p>							<p>↑ enter amount in line 4 of summary budget</p>	

Operating Budget Line Chart

Applicants should reference the CoC Program Interim Rule Regulations (§578.55) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested
1. Maintenance/Repair		
2. Property Taxes & Insurance		
3. Replacement Reserve		
4. Building Security		
5. Electricity, Gas, Water		
6. Furniture		
7. Equipment (lease or buy)		
Total Annual Amount Requested		
Grant Term Requested in Years		
Total Operating Request (multiply annual assistance requested by the number of years in grant term requested)		
		↑ enter amount in line 5 of summary budget

Supportive Services Budget Line Chart

New PSH projects may only request the supportive services costs identified below. Applicants should reference the CoC Program Interim Rule Regulations (§578.53(e)) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested
1. Assistance with Moving Costs <i>(limited to truck rental and/or hiring a moving company)</i>		
2. Case Management		
3. Food		
4. Housing Search and Counseling Services		
5. Legal services		
6. Life Skills		
7. Outreach services		
8. Transportation		
9. Utility deposits <i>(eligible cost only if not included in rental/leasing agreement)</i>		
Total Annual Amount Requested		
Grant Term Requested in Years		
Total Supportive Services Request (multiply annual assistance requested by the number of years in grant term requested)		
		↑ enter amount in line 6 of summary budget

HMIS Budget Line Chart

Applicants should reference the CoC Program Interim Rule Regulations (§578.57) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested
1. Equipment		
2. Software		
3. Service		
4. Personnel		
5. Space & Operations		
Total Annual Amount Requested		
Grant Term Requested in Years		
Total HMIS Request (multiply annual assistance requested by the number of years in grant term requested)		
		↑ <i>enter amount in line 7 of summary budget</i>

Summary Budget for Requested CoC Funding

Line	Eligible Costs	Amount Requested
1	Acquisition/Rehabilitation/New Construction	
2	Sponsor-Based Rental Assistance	
3	Project-Based Rental Assistance	
4	Leasing	
5	Operations	
6	Supportive Services	
7	HMIS <i>(sum of lines 6 and 7 may not exceed 30% of line 8)</i>	
8	Sub-Total Amount Requested <i>(add lines 1 through 7)</i>	
9	Administrative Costs <i>(Up to 7% of line 8)</i>	
10	Total Assistance + Admin Requested	
To Calculate Match Requirement		
11	Multiple the sum of lines 1, 2, 3, 5, 6, 7 and 8 by 25% (.25). This is the match requirement. Leasing costs (line 4) do not require match.	
12	Total Match <i>(should be the same as given in the match chart below, and be greater than or equal to line 11)</i>	

Total Project Budget

In the chart below, provide the total budget for this project. These are costs that are used to directly support the implementation of the requested project.

	(A)	(B)	(C)	(D)
Eligible Costs	CoC Funding Request <i>(must be same as in summary chart above)</i>	Matching Funds <i>(must be the same as in the matching chart below)</i>	Additional Funding <i>(these are funds in addition to match; also complete table below)</i>	Total <i>(sum across the rows)</i>
Acquisition/Rehabilitation/ New Construction				\$
Rental Assistance				\$
Leasing				\$
Operations				\$
Supportive Services				\$
HMIS				\$
Administrative Costs				\$
Total <i>(sum columns A - C)</i>	\$	\$	\$	
GRAND TOTAL <i>(sum of column D)</i>				\$

Additional Funding Detail

In this table, provide details on the sources of additional funding, as given in the chart above. *NOTE: These are sources of funding over and above the CoC funding request and the match requirements. Do not including matching funds here; information on matching funds should be given in the chart below.*

Name of Funding Source (ie, XYZ Foundation, private donations, etc)	Amount of actual/expected commitment	Actual or expected commitment from the funding source? (select one)
		<input type="checkbox"/> actual <input type="checkbox"/> expected
		<input type="checkbox"/> actual <input type="checkbox"/> expected
		<input type="checkbox"/> actual <input type="checkbox"/> expected
		<input type="checkbox"/> actual <input type="checkbox"/> expected
		<input type="checkbox"/> actual <input type="checkbox"/> expected

(add rows as needed)

Match Chart

In the chart below, identify the sources of match for this project. Applicants may add more lines to the tables if needed. Applicants that provide written commitments of match with their project applications will receive more points.

Applicants should reference the CoC Program Interim Rule Regulations (§578.73) for details on match.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as match for this project*	Copy of Written Commitment submitted to HAND as Attachment #12? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
Total (should equal line 12 in summary budget chart)						

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency’s project applications to ensure no one source is used in total as match/leverage for more than one project.

Leverage Chart

In the chart below, identify the sources of leverage for this project. Applicants may add more lines to the table if needed. Applicants that are able to demonstrate leverage in the amount of at least 200% of their budget request will receive more points.

Applicants should only include leverage for which they have a written commitment at the time of application. HAND is requiring these written commitments to be submitted to HAND with the project application. If selected for funding, these written commitments will need to be uploaded into eSNAPS with the project application.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as leverage for this project*	Copy of Written Commitment submitted to HAND as Attachment #13? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
				Total		

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency's project applications to ensure no one source is used in total as match/leverage for more than one project.

Signature Page (Attachment #14)

This page is to be signed by the Executive Director of the recipient and subrecipient agency or his/her authorized representative. If a project has a more than one subrecipient, this page may be duplicated with each subrecipient signing the page.

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 project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- 3) The funded project will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of project being funded has been implemented.
- 4) The data submitted with this application (in both the APR submitted to HUD via eSNAPS and any data generated from HMIS) is complete, accurate, and correct.
- 5) 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. It is understood that details on the criteria and process for which my agency may submit an appeal to the Detroit CoC Board are found in the [FY2016 Appeals Policy](#), and that any appeals decisions made by the Detroit CoC Board will be final.
- 6) It is understood that renewal and new projects will be submitted to HUD in accordance with the [FY2016 Project Ranking Policies](#) and that such project ranking decisions are final.
- 7) It is understood that should the Detroit CoC Board decide to reallocate a renewal project in part or in whole to fund new project(s), such a decision is final and cannot be appealed to the Detroit CoC Board.
- 8) It is understood that the Detroit CoC Board is responsible for making decisions on which new and renewal projects are submitted to HUD each year as part of the annual CoC competition, and that the ultimate decision in whether or not a project is funded is made by HUD. It is further understood that 24 CFR §578.35 describes certain situations in which an agency may submit an appeal directly to HUD. It is agreed that the submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken for the project.
- 9) It is understood that if my agency has any outstanding assessments due to HAND as of July 15, 2016, my new project application(s) will not be submitted to HUD via eSNAPS for funding.

Signed: _____ Date: _____
(Executive Director or authorized representative)

Name Printed: _____

Application for Rapid Rehousing

Application Submission

All application materials must be delivered to HAND's office at:

3701 Miracles Blvd, Suite 101
Detroit, MI 48201

Mailed, emailed or faxed application packets will not be accepted.

All application materials must be delivered to HAND's office by **3:00 PM on July 11, 2016**. Please note the time application materials are due. They are due by **3:00 PM on July 11, 2016**. Applications submitted after this time will not be considered.

Scoring Details

All projects will be reviewed and scored on a given point scale. The scoring details are provided in the document "FY2016 New Project Request for Proposals".

Threshold Score

Projects that score less than 70% of the maximum points possible will not be given further consideration for funding. The Detroit Continuum of Care (CoC) reserves the right to reject all proposals or reject portions of any proposal.

Additional Information

For questions or additional information, please contact Amanda Sternberg at Amanda@handetroit.org or 313-964-3666 x104.

Application for Rapid ReHousing

Submission Checklist

The following items must be submitted to HAND by **3:00 PM on July 11, 2016**. Only one copy of each item is needed.

Clearly label all attachments, using the attachment number given, even if attachments will end up not being number sequentially due to an attachment not being applicable. If an attachment does not apply, place a (✓) in the “Not Applicable” column. Only one copy of each attachment is required. Copies of all materials submitted must be single-sided only. Please do not submit materials that are printed double-sided.

		Attached (✓)	Not Applicable (✓)
	Submission Checklist (this page)		
	Completed Application (being on page 3 of this packet)		
	Completed Budget Pages		
	Completed Match Chart		
	Completed Leverage Chart		
Attachment Number	Attachment Description		
#1	Most A-133 audit		
#2	Most recent agency financial audit		
SKIP ATTACHMENTS #3 and #4. CONTINUE ATTACHMENT NUMBERING WITH #5			
	<u>If monitored by HUD since June 2013: (Question 16)</u>		
#5	Notification from HUD that project will be monitored		
#6	Monitoring report from HUD		
#7	Organization’s response to monitoring report		
#8	Documentation from HUD that monitoring concern or finding satisfied		
#9	Any other monitoring-related correspondence		
#10	Eviction prevention policies (Question 17)		
SKIP ATTACHMENT #11. CONTINUE ATTACHMENT NUMBERING WITH #12			
#12	Written commitment of match identified		
#13	Written commitment of leveraging identified		
	<u>Signature Page</u> <i>If project has both recipient and sub-recipient(s), it may have more than one signature page.</i>		
#14	Signed by Recipient		
#14	Signed by Sub-recipient(s)		

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

Applicant Contact Information

Applicant Organization's Name:	
Project Applicant Address: Street:	
City:	State: ZIP:
Contact Person of Project Applicant	
Name:	Phone Number:
Title:	Email:
Contact information for Project Applicant Executive Director (if different from above) __ information same as above	
Name:	Phone Number:
	Email:
Project Name:	
Project Address: Street:	
City:	State: ZIP:
Project Sub-recipient Organization Name (If applicable):	
Project Sub-recipient's Address	
Street:	
City:	State: Zip:
Contact Person of Project Sub-recipient	
Name:	Phone Number:
Title:	Email:

Application Questions

Applicants should fully respond to the following questions. Please note some questions have specific character limitations. These limits must be adhered to as these are the character limits in eSNAPS. Questions without a character limit must be answered as succinctly as possible.

1. **Applicant Experience:** Describe the experience of the applicant and potential subrecipients (if any), in effectively utilizing federal funds and performing the activities proposed in the application, given funding and time limitations. Describe why the applicant, subrecipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following: *(limit: 6,000 characters, with spaces, for entire answer)*
 - a. Working with and addressing the target population's identified housing and supportive service needs
 - b. Developing and implementing relevant program systems, and/or services;
 - c. Identifying and securing matching funds from a variety of sources; and

d. Managing basic organization operations including financial accounting systems.

2. **Collaborative Application:** If this is a collaborative application, please clearly describe the distinct roles and responsibilities of each entity identified in the application. If this is not a collaborative application, respond "N/A". *(no character limit)*
3. **Leveraging Experience:** Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sector funds. Include experience with all Federal, State, local and private sector funds. If the applicant and subrecipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds." *(limit: 3,000 characters, with spaces)*
4. **Organization & Management Structure:** Describe the basic organization and management structure of the applicant and subrecipients (if any). Include evidence of internal and external coordination and an adequate financial accounting system. Include the organization and management structure of the applicant and all subrecipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant. *(limit: 3,000 characters, with spaces)*
5. **Project Description:** Provide a description of the project that addresses the entire scope of the project, including the following: *(no character limit)*
 - a. The target population(s) to be served. If the project is proposing to more narrowly define the target population other than families, individuals, or unaccompanied youth, provide data and rationale that provides evidence as to why a more narrow target population is necessary;
 - b. The plan for addressing the identified needs/issues of the target population(s);
 - c. Projected outcome(s);
 - d. Coordination with other source(s)/partner(s);
 - e. Capacity for assessing need;

The narrative is expected to describe the project at full operational capacity. The description should be consistent with and make reference to other parts of this application.

6. **Participation in Coordinated Assessment Model (CAM):** Respond to the following:
 - a. How did your agency participate in CAM over the past year? "Participation" is defined as sending/receiving referrals to/from CAM, participating in PSH match meetings, attending service provider workgroup meetings or focus groups, or attending other CAM-related meetings.
 - b. Describe how this project will work with CAM to solely receive referrals for these units and to help ensure the referrals received are successfully housed.
7. **Landlord Relationships:** Describe how your organization reaches out to, and engages with local landlords to recruit their participation in making their units available to program participants. In your description, explain how your organization maintains an on-going positive relationship and communication with landlords renting to your organization's program participants. *(no character limit)*
8. **Project Schedule:** Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work. Provide a schedule and describe both a management plan and implementation methodology that will ensure that the project

will be ready to begin housing activities within 6 months of receiving the award letter from HUD if funded. *(limit: 3,000 characters, with spaces)*

9. Obtaining & Maintaining Permanent Housing: Describe how the project applicant will assist project participants to obtain and remain in permanent housing. The response should address how the applicant will take into consideration the needs of the target population and the barriers that are currently preventing them from obtaining and maintaining permanent housing. The applicant should describe how those needs and barriers will be addressed through the case management and/or other supportive services that will be offered through the project. If participants will be housed in units not owned by the project applicant, the narrative must also indicate how appropriate units will be identified and how the project applicant or subrecipient will ensure that rents are reasonable. Established arrangements and coordination with landlords and other homeless services providers should be detailed in the narrative. *(no character limit)*

10. Increasing Employment/Income: Describe specifically how participants will be assisted to increase their employment and/or income and to maximize their ability to live independently. Describe the supportive services that will be provided to help project participants locate employment and access mainstream resources so that they are more likely to be able to live independently. *(limit: 3,000 characters, with spaces)*

11. Current Rapid Rehousing Provider: Does the applicant or subrecipient currently provide Rapid ReHousing, either in the Detroit CoC or a neighboring CoC? This could be Rapid Rehousing funded by Continuum of Care dollars, Emergency Solutions Grant dollars, SSVF, or another source of funding.

- Yes
- No

If “yes”, and the project is not in the Detroit CoC, identify which CoC the project is located in:

If “yes”, identify what type of funding your current RRH project(s) receive. Select all that apply:

- Continuum of Care (CoC)
- Emergency Solutions Grant (ESG)
- Supportive Services for Veteran Families (SSVF)
- Other (please identify): _____

12. Housing First Experience: Please respond to both parts of this question.

a. Does your current RRH project follow a “Housing First” model?

- Yes for all of our current RRH projects (regardless of funding source)
- Yes for some, but not all of our RRH projects (regardless of funding source)
- No, none of our RRH projects practice Housing First
- N/A, we do not currently operate any RRH

b. Describe how your organization currently puts into practice a Housing First model of service delivery. If your organization does not currently practice Housing First, describe how you will implement Housing First. *(no character limit)*

13. Enrolling Clients in Medicaid: Describe the specific activities that are in place to enroll clients in Medicaid.

14. Linking Participants to Mainstream Resources: Describe how your organization assists clients with accessing mainstream resources that help them to achieve greater stability and integration into the community.

- 15. Past Outcomes:** Describe successes and outcomes the applicant and subrecipient have had in:
- a. Assisting tenants of their current RRH project(s) to remain stably housed or to move to other permanent housing; AND
 - b. Assisting tenants of their current RRH project(s) with increasing their income and employment (includes employment income or benefits)

The response should include data specific to the outcome (eg, “XX% of persons in project remained stably housed over the last project term”).

16. Current Continuum of Care Grant(s) Issues: Respond to both of the following:

- a. State whether the applicant had any unexpended funds from its most recently completed HUD Continuum of Care grant(s), including how much was unexpended and steps being taken to ensure all funds are expended for future grants. If there were no unexpended funds, respond “N/A”;
- b. If the organization has been monitored by HUD within the last three years (since June 2013), complete the following table and attach the required documents. If the organization has not been monitored since June 2013, respond “N/A”.

Attached (✓)	
	Attachment #5: Notification letter or email from HUD that your organization will be monitored
	Attachment #6: Monitoring report from HUD (the report that identifies any concerns or findings); OR <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #7: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization’s response to these items; OR <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization’s response
	Attachment #8: Documentation from HUD that a monitoring concern or finding has been satisfied; OR <input type="checkbox"/> N/A: HUD has not yet responded to our organization’s response to the monitoring report
	Attachment #9: Any other monitoring-related correspondence between your organization and HUD; OR <input type="checkbox"/> N/A: No other correspondence to provide

If the applicant organization does not currently receive HUD Continuum of Care funding, respond "N/A".

- 17. Eviction Prevention:** Describe how the project will prevent evictions. Provide a copy of the organization's eviction prevention policies as Attachment #10. If the organization does not have eviction prevention policies, describe how the organization will develop such policies. *(no character limit)*

- 18. Budget:** Submit the appropriate budget charts for this project using the charts below. The budget pages do not count towards any page or character limit. Also answer this question:
 - a.** Projects are not required to request funds for supportive services. If the applicant chooses to not request funds for supportive services, please demonstrate how the applicant will fund the supportive services necessary to allow project participants to obtain and maintain housing. Applicants that are requesting supportive services funding may respond to this question with "N/A".

Budget Pages for Rapid Rehousing

Select the budget line items being requested and complete the corresponding budget charts.

(✓)	
	Tenant-Based Rental Assistance
	Supportive Services
	HMIS
	Administrative Costs

All budget terms are limited to 1 year.

Tenant Based Rental Assistance Budget Chart

Size of Unit	# of Units to be Supported by Grant		FY2016 FMR Budget must be calculated using FY2016 FMR rates		12 months		Tenant-Based Rental Assistance Request <i>(1 year budget only)</i>	
SRO		X	\$399	X	12	=		
0 Bedroom		X	\$532	X	12	=		
1 Bedroom		X	\$658	X	12	=		
2 Bedroom		X	\$893	X	12	=		
3 Bedroom		X	\$1,148	X	12	=		
4 Bedroom		X	\$1,234	X	12	=		
5 Bedroom		X	\$1,419	X	12	=		
Total units requested:		Total annual TBRA requested:						
							↑ <i>enter amount in line 1 of summary budget</i>	

Supportive Services Budget Chart

RRH projects may only request the supportive services costs identified below. Applicants should reference the CoC Program Interim Rule Regulations (§578.53(e)) for details on allowable costs. If selected for funding, the CoC may negotiate specific eligible costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested <i>(1 year budget only)</i>
1. Assistance with Moving Costs <i>(limited to truck rental and/or hiring a moving company)</i>		
2. Case Management		
3. Food		
4. Housing Search and Counseling Services		
5. Legal services		
6. Life Skills		
7. Outreach services		
8. Transportation		
9. Utility deposits <i>(eligible cost only if not included in rental/leasing agreement)</i>		
Total Annual Amount Requested		
		↑ <i>enter amount in line 2 of summary budget</i>

HMIS Budget Chart

Applicants should reference the CoC Program Interim Rule Regulations (§578.57) for details on allowable costs.

Eligible Costs	Quantity Description <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	Annual Amount Requested <i>(1 year budget only)</i>
1. Equipment		
2. Software		
3. Service		
4. Personnel		
5. Space & Operations		
Total Annual Amount Requested		
		↑ <i>enter amount in line 3 of summary budget</i>

Summary Budget

Line	Eligible Costs	Amount Requested (all requests are for a 1 year term)
1	Tenant-Based Rental Assistance	
2	Supportive Services	
3	HMIS <i>(Sum of lines 2 and 3 should not exceed 30% of line 4.)</i>	
4	Sub-Total Amount Requested <i>(add lines 1 through 3)</i>	
5	Administrative Costs <i>(Up to 7% of line 4)</i>	
6	Total Assistance + Admin Requested <i>(add lines 4 and 5)</i>	
To Calculate Match Requirement		
7	Multiple line 6 by 25% (.25). This is the match requirement.	
8	Total Match <i>(should be the same as given in the match chart below, and be greater than or equal to line 7)</i>	

Total Project Budget

In the chart below, provide the total budget for this project. These are costs that are used to directly support the implementation of the requested project.

	(A)	(B)	(C)	(D)
Eligible Costs	CoC Funding Request <i>(must be same as in summary chart above)</i>	Matching Funds <i>(must be the same as in the matching chart below)</i>	Additional Funding <i>(these are funds in addition to match; also complete table below)</i>	Total <i>(sum across the rows)</i>
Acquisition/Rehabilitation/ New Construction				\$
Rental Assistance				\$
Leasing				\$
Operations				\$
Supportive Services				\$
HMIS				\$
Administrative Costs				\$
Total <i>(sum columns A - C)</i>	\$	\$	\$	
GRAND TOTAL <i>(sum of column D)</i>				\$

Additional Funding Detail

In this table, provide details on the sources of additional funding, as given in the chart above. *NOTE: These are sources of funding over and above the CoC funding request and the match requirements. Do not including matching funds here; information on matching funds should be given in the chart below.*

Name of Funding Source (ie, XYZ Foundation, private donations, etc)	Amount of actual/expected commitment	Actual or expected commitment from the funding source? (select one)
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected
		__ actual __ expected

(add rows as needed)

Match Chart

In the chart below, identify the sources of match for this project. Applicants may add more lines to the tables if needed. Applicants that provide written commitments of match with their project applications will receive more points.

Applicants should reference the CoC Program Interim Rule Regulations (§578.73) for details on match.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as match for this project*	Copy of Written Commitment submitted to HAND as Attachment #12? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Total (should equal line 8 in summary budget chart)					

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency’s project applications to ensure no one source is used in total as match/leverage for more than one project.

Leverage Chart

In the chart below, identify the sources of leverage for this project. Applicants may add more lines to the table if needed. Applicants that are able to demonstrate leverage in the amount of at least 200% of their budget request will receive more points.

Applicants should only include leverage for which they have a written commitment at the time of application. HAND is requiring these written commitments to be submitted to HAND with the project application. If selected for funding, these written commitments will need to be uploaded into eSNAPS with the project application.

Name of source <i>(be as specific as possible)</i>	Type of commitment	Type of source	Date of written or expected commitment	Value of written commitment	Amount of commitment being used as leverage for this project*	Copy of Written Commitment submitted to HAND as Attachment #13? (✓ if yes)
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
	Choose an item.	Choose an item.				
				Total		

*An agency may split up a source of match/leverage among more than one project. For example, if an agency receives \$10,000 in private donations that it wants to use as match for Project A and Project B, it may divide this \$10,000 up as \$6,000 for Project A and \$4,000 for Project B. An agency may not, however, use the total amount of this source for each project (ie, it may not use all of the \$10,000 as match for Project A and all of the \$10,000 as match for Project B). HAND will be reviewing the matching and leveraging sources across all of an agency’s project applications to ensure no one source is used in total as match/leverage for more than one project.

Signature Page (Attachment #14)

This page is to be signed by the Executive Director of the recipient and subrecipient agency or his/her authorized representative. If a project has a more than one subrecipient, this page may be duplicated with each subrecipient signing the page.

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 project and client data into the Homeless Management Information System (HMIS) in accordance with the HMIS Data Standards and HMIS Policies & Procedures.
- 3) The funded project will participate in the Coordinated Assessment Model (CAM), once the phase that relates to the type of project being funded has been implemented.
- 4) The data submitted with this application (in both the APR submitted to HUD via eSNAPS and any data generated from HMIS) is complete, accurate, and correct.
- 5) 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. It is understood that details on the criteria and process for which my agency may submit an appeal to the Detroit CoC Board are found in the [FY2016 Appeals Policy](#), and that any appeals decisions made by the Detroit CoC Board will be final.
- 6) It is understood that renewal and new projects will be submitted to HUD in accordance with the [FY2016 Project Ranking Policies](#) and that such project ranking decisions are final.
- 7) It is understood that should the Detroit CoC Board decide to reallocate a renewal project in part or in whole to fund new project(s), such a decision is final and cannot be appealed to the Detroit CoC Board.
- 8) It is understood that the Detroit CoC Board is responsible for making decisions on which new and renewal projects are submitted to HUD each year as part of the annual CoC competition, and that the ultimate decision in whether or not a project is funded is made by HUD. It is further understood that 24 CFR §578.35 describes certain situations in which an agency may submit an appeal directly to HUD. It is agreed that the submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken for the project.
- 9) It is understood that if my agency has any outstanding assessments due to HAND as of July 15, 2016, my new project application(s) will not be submitted to HUD via eSNAPS for funding.

Signed: _____ Date: _____
(Executive Director or authorized representative)

Name Printed: _____



Final FY2016 Continuum of Care (CoC) Competition Ranking Policies

Eligibility

In order to be submitted to HUD for renewal, projects seeking renewal funding must meet the following basic eligibility criteria:

- 1) Submit completed renewal application and additional required documents to HAND as outlined in this document.
- 2) Meet the threshold score of at least 70% on their renewal project application or have been approved by the Appeals Committee to still be submitted for renewal if under threshold score.
- 3) Meet the HUD application deadlines (ie, entry into eSNAPS) set by HAND.
- 4) Projects that were required by the CoC to participate in technical assistance in previous competition years must be in compliance with all requirements in the projects' technical assistance plan.
- 5) Meet all HUD eligibility criteria, as outlined in the FY2016 CoC Program NOFA (to be released), the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.
- 6) A representative from the organization must be in attendance at the **June 14, 2016** Detroit CoC grantee meeting, held at **1:30 PM** at 16130 Northland Dr, Southfield, MI (The Salvation Army Southeastern Michigan Division Headquarters).

Exclusion or Removal from Project Ranking List

The Detroit CoC reserves the right to exclude or remove a renewal project from the project ranking list, and consequently not submit a project for renewal funding, in the event of written notification from the local HUD Field Office that the project has been out of compliance with regulatory or programmatic requirements and has made no progress on any corrective actions as required by HUD.

Any renewal projects excluded or removed from the project ranking list will be reallocated to a new project(s).

FY2016 Detroit CoC Project Ranking Policies

Projects seeking FY2016 CoC funding will be ranked in the following order:

1. The CoC's infrastructure projects will be ranked first, in the following order:
 - a. HMIS Renewal Projects in descending order of budget amount
 - b. SSO projects dedicated to Coordinated Assessment Model (CAM) in the following order:
 - i. Renewal SSO project originally designed for CAM
 - ii. Renewal SSO project(s) that were redesigned in FY2014 support CAM in descending order of budget amount
 - c. Collaborative Applicant CoC Planning New grant

2. New project(s) created via reallocation in FY2016 in the following order:
 - a. PH-PSH project(s) in the following order:
 - i. Highest overall score received on the application
 - ii. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last
 - b. PH-RRH project(s) in the following order:
 - i. Highest overall scored received on the application
 - ii. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last
 - c. Supportive Services Only (SSO) projects dedicated for coordinated assessment/coordinated entry in descending order of budget amount.

3. New Permanent Housing Bonus Project(s) ranked in the following order:
 - a. Highest overall score received on the application
 - b. If needed as a tie breaker, in order of the time the application was submitted to HAND, from first submitted to last

4. First time renewal projects in in the following order:
 - a. First time renewal PH-PSH project(s) in the following order:
 - i. Highest overall score received on the application
 - ii. If needed as a tie breaker, in order of the time application was submitted to HAND, from first submitted to last
 - b. First time renewal PH-RRH project(s) in the following order:
 - i. Highest overall score received on the application
 - ii. If needed as a tie breaker, in order of the time application was submitted to HAND, from first submitted to last
 - c. First time renewal SSO for Coordinated Entry/CAM

5. Permanent Supportive Housing (PSH) projects for which at least 50% of the clients served over the last year (Jan – Dec 2015) were chronically homeless ranked by project’s percentage on the first half (part A) of their project-specific housing performance in the local application;

6. All other Permanent Supportive Housing (PSH) projects and all Rapid Rehousing (RRH) 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 90% on the part A performance;

7. All remaining projects not being reallocated, including Transitional Housing (TH), Safe Haven (SH), Supportive Services Only (SSO) projects AND any Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH) projects that scored less than 90% 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.

Project-Specific Housing Performance

“Project-specific housing performance” refers to scored Component #2 of the local application. This component is further divided into 2 sub-components (parts A and B). The specific performance criteria being measured depends upon the project type, as different project types have different housing- focused performance expectations.

Tie-Breaking Criteria for Ranking Policies 5 through 7

Tie-breakers for ranking policies 5 through 7 will be applied in the following order:

1. First tie-breaker: the *percentage* on component 2B of the project-specific housing performance in the local application

2. Second tie-breaker: the *percentage* on component 1A of the project performance in the local application (leaving with source of cash income)
3. Third tie-breaker: the project's *total* application score (all components combined)

Projects that Straddle Tier 1/Tier 2

If a project, once listed in ranked order, straddles the Tier 1/Tier 2 funding line, the following policy will apply: If a project is straddling the line – that is, a portion of the project budget falls within Tier 1 and a portion falls within Tier 2 – that project will be asked if the project would still be feasible if it was only funded for the amount in Tier 1.

1. If the project indicates that it would still be feasible at the reduced amount, it will be required to submit in writing how the project would remain feasible.
2. The Values & Funding Priorities Taskforce will review the feasibility plan, and make a decision whether or not the project would be feasible at the reduced amount. If the Taskforce decides it will be feasible, the project will be submitted as is, straddling the Tier 1/Tier 2 line.
3. If the Taskforce decides that the project would not be feasible at the reduced amount, or if the project itself indicates that it would not be feasible at the reduced amount, that project will be dropped down so that it wholly fits into Tier 2, and the next ranked project will have the same opportunity to show feasibility if straddling the line.
4. This process will continue until the following are realized:
 - a. All Tier 1 funds are allocated; OR
 - b. The amount of funds remaining in Tier 1 are a negligible amount. If this occurs, the CoC retains the discretion to offer these remaining funds to another project in Tier 1 that is able to accept additional funds. The CoC Lead agency will make a recommendation on how these remaining funds should be allocated; this recommendation will be reviewed and approved by the CoC Board before implementing.

Renewal Project Threshold Score

All projects applying for renewal funding will be evaluated and scored on a 102 point scale. The details on these scored components are given in FY2016 CoC Application Policies. Renewal projects must score at least 70% of the points possible in order to be placed on the project ranking list. Renewal projects that do not score at least 70% will be able to submit an appeal.

Renewal Project Appeals

Renewal projects that score less than the amount of points required for passing threshold may submit an appeal to the Appeals Committee. The Appeals Committee will review the appeal and make a recommendation to the CoC Board on whether or not the appeal should be granted. If the appeal is granted, the project will be submitted for funding and placed on the project ranking list in accordance with the ranking policies given above. If an appeal is not granted, the project will be reallocated to a new project(s). The reallocated funds will be available for organizations to apply for via a competitive Request for Proposals (RFP). Details on the appeals policy may be found the FY2016 Appeals Policy.

Preliminary vs Final Policies

The Detroit CoC Board approved the preliminary ranking policies on May 2, 2016, prior to the release of the FY2016 CoC Program Notice of Funding Availability (NOFA). The preliminary policies were approved noting that adjustments may need to be made following the release of the FY2016 NOFA to ensure the policies aligned with, and did not contradict, the NOFA. Following the release of the FY2016 NOFA on June 29, 2016, it was determined these policies do not contradict the NOFA. The Values & Funding Priorities Taskforce approved the final ranking policies on August 8, 2016. Following this approval, minor adjustments to the language in the policies were made to ensure the policies accurately accounted for the entire portfolio of projects being submitted for funding. The Values & Funding Priorities Taskforce affirmed these adjustments on August 30, 2016.

Evidence of Public Posting of CoC Review and Rating Procedures

Screen shot 1 of 2



Funding — HAND x

www.handetroit.org/continuum-of-care-funding/

hand
HOMELESS ACTION NETWORK OF DETROIT

WHO WE ARE WHAT WE DO RESOURCES GET INVOLVED CONTINUUM OF CARE NEED HELP?

CONTINUUM OF CARE

ABOUT THE DETROIT COC

COC BOARD

FUNDING

REPORTS

MEETINGS

DOCUMENTS

COC PSH DRAFT POLICY & PROCEDURE

TRAININGS

FY2016 HUD CoC Application Materials

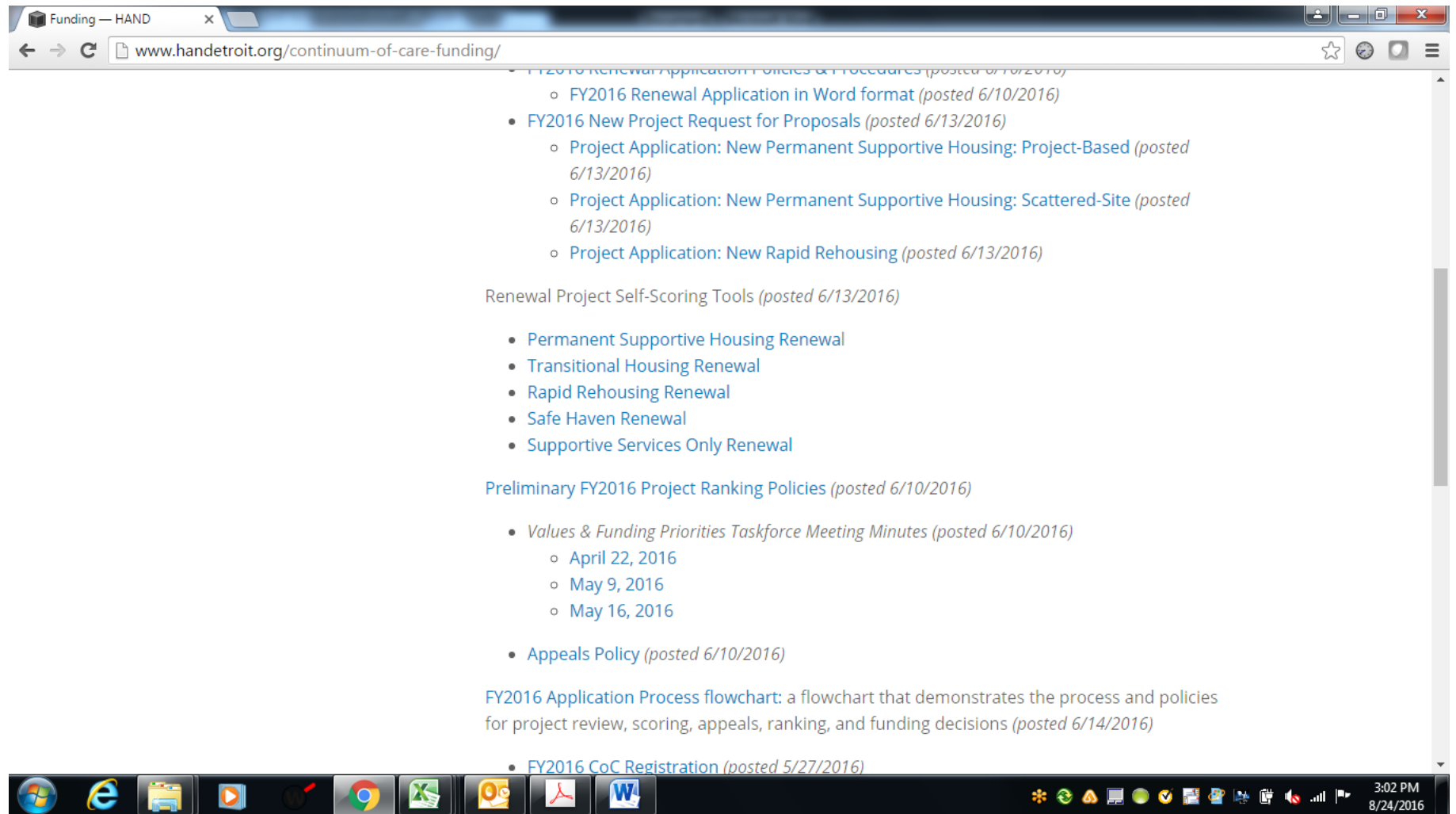
Save the Date and NOTE CHANGE IN MEETING DATE: On **June 14, 2016 at 1:30 PM**, the Detroit CoC will be holding a mandatory meeting for agencies interested in applying for new or renewal CoC funding in the FY2016 competition. This meeting will be held at The Salvation Army Southeastern Michigan Division Headquarters, at 16130 Northland Dr., Southfield.

- Note the following due dates:
 - Renewal project applications: due **June 21, 3:00 PM**
 - New project applications: due **July 11, 3:00 PM**
- [Instructions for amending Project Applicant Profile and Project Applications in eSNAPS](#) (posted 8/12/2016)
- [FY2016 Grants Inventory Worksheet \(GIW\)](#) (posted 7/22/2016)
- [FY2016 Renewal Application Policies & Procedures](#) (posted 6/10/2016)
 - [FY2016 Renewal Application in Word format](#) (posted 6/10/2016)
- [FY2016 New Project Request for Proposals](#) (posted 6/13/2016)
 - [Project Application: New Permanent Supportive Housing: Project-Based](#) (posted 6/13/2016)

3:01 PM
8/24/2016

Evidence of Public Posting of CoC Review and Rating Procedures

Screen shot 2 of 2





HOMELESS ACTION NETWORK OF DETROIT

3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 221-8383 www.handetroit.org

Memo

To: U.S. Department of Housing & Urban Development
From: Detroit Continuum of Care Collaborative Applicant, the Homeless Action Network of Detroit
Date: September 7, 2016
Re: CoC Process for Reallocating
(Attachment in response to CoC application question 1F-5)

The Detroit CoC is exercising option #2 as given in the CoC Application Detailed Instructions for application question 1F-5, in which the CoC is demonstrating it has cumulatively reallocated at least 20% of its Annual Renewal Demand (ARD) in the FY2013, FY2014, and FY2015 competitions. The calculations demonstrating that the Detroit CoC has exceeded this 20% threshold are given below. These calculations are made as described in FAQ #2942 posted on the HUD Exchange in August 2016.

CoC FY2013 ARD = \$24,879,410	
Calculation – Step 1: Add together the reallocated amounts:	
\$1,277,242	(FY2013 Reallocation Amount)
\$878,227	(FY2014 Reallocation Amount)
<u>+ \$3,501,559</u>	(FY2015 Reallocation Amount)
\$5,657,028	(Total Amount Reallocation for all three CoC Program Competition Years)
Calculation – Step 2: Divide the Total Amount Reallocated by the CoC's FY 2013 ARD Amount.	
$\$5,657,028 \div \$24,879,410 = \mathbf{23\%}$	



Detroit Continuum of Care Governance Charter

Detroit Continuum of Care
Date of Approval: May 19, 2015
Revised: May 17, 2016

Detroit Continuum of Care Governance Charter

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Continuum of Care Background

The [Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009](#) (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. The HEARTH Act amendments to the McKinney-Vento Homeless Assistance Act codified in law the role and functions of the Continuum of Care (CoC); thus each community must establish a CoC in compliance with the new CoC Program interim rule. HUD published the [Continuum of Care Program interim rule](#) (24 CFR Part 578) in the *Federal Register* on July 31, 2012. The rule now governs the CoC Program.

Overview

The Detroit Continuum of Care coordinates the implementation of a housing and service system that meets the needs of all persons experiencing homelessness throughout its geography. The Homeless Prevention and Response System includes:

- Outreach, engagement, and assessment;
- Shelter, housing, and supportive services; and
- Homelessness prevention and diversion strategies.

This Governance Charter outlines the roles and responsibilities of the Detroit Continuum of Care, the Detroit Continuum of Care Board, Continuum of Care Committees, the Continuum of Care Lead Agency, the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead. Below is a brief description of each entity:

- The **Detroit Continuum of Care** is a year-round planning body of representative stakeholders in the community's work toward ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implement strategic responses, and measure results.
- The **Detroit Continuum of Care Board** is a group of elected leaders of the Continuum of Care who have authority to make decisions on behalf of the Continuum of Care.
- The **Continuum of Care Committees** are the action planning components of the Continuum. In the Committees, strategies are developed, deepened and expanded into timed work plans.
- The **Continuum of Care Lead Agency** provides administrative and meeting support to the Continuum of Care, Continuum of Care Board and the Committees.
- The **Collaborative Applicant** is designated by the Continuum of Care to prepare and submit the Continuum of Care funding application to HUD each year.
- The **HMIS Lead** is designated to provide oversight and implementation support to the Detroit Continuum of Care's HMIS.

Additional roles and responsibilities for each of these entities can be found in Table 1 on page 14.

This Governance Charter was developed by the members of the Detroit Continuum of Care in consultation with the Collaborative Applicant and the HMIS Lead.

The Detroit Continuum of Care's primary responsibilities include the following:

- Establishing the Continuum of Care
- Operating the Continuum of Care

Detroit Continuum of Care Governance Charter

- Continuum of Care Governance and Management
- System and Project-Level Performance
- Coordinated Assessment System
- Written Standards
- Designating an HMIS for the Continuum of Care
- Planning for the Continuum's Geographic Area
 - Coordinated System of Care

I. Establishing the Detroit Continuum of Care

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties outlined in this Governance Charter. The Detroit Continuum of Care is a community group of stakeholders with a shared vision.

Membership in the Detroit Continuum of Care

Membership in the Continuum of Care should ensure community wide commitment to preventing and ending homelessness and must represent the entire geographic area covered by the Detroit Continuum of Care. The Detroit Continuum of Care defines "a commitment to preventing and ending homelessness" by the willingness to assist and impact the lives of people who are experiencing homelessness as well as to the prevention and ending of the socially important condition of homelessness. The Detroit Continuum of Care includes the City of Detroit, Hamtramck and Highland Park.

The following parties are represented on the Detroit Continuum of Care. An official membership list is documented and published by the CoC Lead Agency.

- Non-Profit Homeless Assistance Providers
- Victim Service Providers
- Faith-Based Organizations
- Governments
- Local Municipalities
- Businesses
- Advocates
- Public Housing Agencies
- School Districts
- Social Service Providers
- Mental Health Agencies
- Hospitals
- Universities
- Affordable Housing Developers
- Law Enforcement
- Veteran Service Organizations
- Persons who are/have experienced homelessness

The Detroit Continuum of Care invites new members to join at any time during the year. Annually, the Detroit Continuum of Care will issue a public invitation for any interested person within the geographic

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area to become a member of the CoC. The invitation is made public through CoC Lead Agency's website and an email message to all interested parties on the Detroit Continuum of Care email listserv.

Levels of Membership in the Detroit Continuum of Care

The following levels of membership exist:

- Non-Voting Members
- Voting Members

Non-Voting Members

Any person who attends at least one meeting per calendar year is considered a Non-Voting Member in good standing of the Detroit Continuum of Care. Non-Voting Members receive information from the Detroit Continuum of Care including, but not limited to, meeting notices, Continuum of Care meeting minutes and Continuum of Care reports. To remain in good standing, Non-Voting Members must attend at least one meeting a calendar year in order to maintain their membership.

Voting Members

In order to become a voting member of the Detroit Continuum of Care, a person must be a member of the Detroit Continuum of Care in good standing and complete a Detroit Continuum of Care Voting Member Application Form. Each application will be reviewed and approved by the Continuum of Care Lead Agency and Secretary of the Continuum of Care Board following CoC-approved application standards. Once the application form has been approved and the attendance requirements met, the CoC Lead Agency will notify the person/agency of their voting status. There is no minimum or maximum number of voting members on the Detroit Continuum of Care.

An individual who does not work for or represents an agency/organization may be nominated and elected as a voting member of the Continuum of Care to represent themselves. An individual may submit an application to become a voting member after their attendance at one Continuum of Care meeting.

An agency/organization may submit an application to receive voting status after attendance at one Continuum of Care meeting. An agency/organization may identify two (2) persons who may vote on behalf of the agency/organization. Only one (1) representative of an agency/organization may cast a vote on each action. In the event that neither representative can attend a duly called meeting, he or she may, with prior notice to the Chair, designate a proxy. Designations of proxies to conduct business should be rare. If a Continuum of Care voting member is unable to routinely conduct business, the agency/organization should seek to assign representation to another individual.

Terms of Service

Members of the Continuum of Care will retain their membership and voting status as long as they are in good standing. To remain in good standing, Voting Members must attend 75% of the regularly scheduled meetings within a calendar year. Attendance at meetings is tracked on an individual basis, not at the agency/organization level. Therefore, for a Voting Member of an agency/organization to remain in good standing they must attend at least 75% of the meetings. A regularly scheduled meeting includes meetings that are on the annual meeting schedule and are publicly announced at the beginning of the calendar year.

Meetings

The Detroit Continuum of Care will hold meetings at least four times per year of the full membership. At the beginning of each calendar year, the annual meeting schedule including dates, times and location of the meetings will be made publicly available.

The agendas must be published at least two (2) weeks in advance of the meeting date through the CoC Lead Agency's website and an email message to all interested parties on the Detroit Continuum of Care email listserv. Notes from the meeting will be posted publicly within seven business days of the meeting on the CoC Lead Agency's website by the CoC Lead Agency.

Quorum

A majority of 51% of the Detroit Continuum of Care voting membership constitute a quorum at all meetings of the Detroit Continuum of Care. No new business will be conducted unless a quorum is present.

Decision-Making

Robert's Rules of Order will be followed to open and close each meeting and to bring a motion to the floor. The Continuum of Care will strive to make decisions through modified consensus (i.e. consensus minus one). When consensus is not possible, decisions shall be made by a vote of the majority of voting members present.

The Detroit Continuum of Care may take an action without a meeting if:

- The action is within the authority of the Detroit Continuum of Care;
- Notice is provided;
- It is approved via email or other electronic means (or letter when email is unavailable);
- By a majority of all Detroit CoC voting members who are entitled to vote on that matter

Code of Conduct / Conflict of Interest / Recusal Process for Continuum of Care Members

No member may participate in or influence decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. A Conflict of Interest Policy will be approved by the Continuum of Care annually.

Annual written disclosure statements will be provided to each voting member by the first Tuesday in January. Voting Members will not be permitted to participate in a discussion or a vote until the statement is on file with the CoC Lead Agency. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

Responsibilities

The Detroit Continuum of Care has specific responsibilities as outlined in the Continuum of Care Interim Rule. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 on page 14 of this Governance Charter. The Detroit Continuum of Care retains all of the responsibilities listed, even if it designates eligible applicants other than itself to apply for funds. Responsibilities extend to approval of the Continuum of Care Program application for funding.

Additional responsibilities set forth by the Continuum of Care include:

- Receive community and public policy updates relevant to homelessness issues;
- Advocate on behalf of all persons experiencing homelessness, including the implementation of efficient and effective service provision regardless of funding sources;
- Receive updates on the Plan to Prevent and End Homelessness;
- Review and act on the annual CoC-funding allocations;
- Review and act on additional HUD required activities; and
- Select two designees from the membership of the Detroit CoC Board to serve as representatives of the CoC on the statewide regional council. These representatives are required to provide updates at the CoC meetings.

II. Establishing the Detroit Continuum of Care Board

The Detroit Continuum of Care is required to establish a Board that is made up of the Continuum of Care and it must act on behalf of the Detroit Continuum of Care.

Board Membership

These written procedures for selecting Board Members will be reviewed, updated and approved at least once every 5 years by the Detroit Continuum of Care.

The Detroit Continuum of Care Board consists of no less than 19 or more than 25 members with at least 50% elected at any given time. The precise number for any given year will be announced with the annual call for nominees. No more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the Detroit Continuum of Care Board.

With the exception of the founding election, Detroit CoC Board Elected Members will serve three (3) year terms up to a maximum of six (6) consecutive years (including partial terms) before rotating off for at least one (1) year. Elected Member terms will be staggered such that approximately one-third (1/3) are up for election each year. There are no term limits for Appointed Members however each year the Appointed Member must receive a Vote of Confidence from the designated entity appointing them and from the Continuum of Care Board.

Members of the Detroit Continuum of Care Board represent local funders, government, service providers, consumers and other community members whose interests relate to homeless services and housing systems. Specifically, the Detroit Continuum of Care Board consists of the following:

- **Ten to Sixteen (10-16) Elected Seats**
 - o 4-7 Direct Homeless Service Providers, at least one (1) for a CoC Program Recipient
 - o 1-2 Homeless or Formerly Homeless Individuals
 - o 5-7 Members at Large (Faith-Based Organization, Homeless Advocacy or other appropriate advocacy agencies, Business Entities, Public Schools and/or Higher Education Institution, Department of Health and Human Services, Veterans Administration, Detroit Housing Commission, Department of Community Health, Healthcare for the Homeless and/or Hospital, Police Department, Workforce Development, Department of Corrections, Landlords, Philanthropy/foundation, State and/or Federal Interagency Council on Homelessness)

Detroit Continuum of Care Governance Charter

- Named designees for up to nine (9) **Appointed Seats**
 - o Collaborative Applicant
 - o Consolidated Plan Entity
 - o CoC Lead Agency
 - o Detroit City Council
 - o ESG Grantee
 - o Hamtramck, Mayor's Office
 - o Highland Park, Mayor's Office
 - o HMIS Lead
 - o State Entity

In managing the number and composition of Detroit CoC Board members, the following will be true:

- Each seat has a vote as exercised by a named individual, and each individual may exercise only one vote.
- With the exception of short-termed vacancies, there will always be an odd number of Detroit CoC Board members.
- The Detroit CoC Board should represent a diverse set of service, population and program interests.
- Direct service providers can include those who do and do not receive federal funding; those serving individuals, families, youth, veterans or any other targeted population; a wide range of services such as outreach, shelter, transitional housing, rapid re-housing, permanent supportive housing, victim services, service only, etc.
- At-Large seats provide flexibility in maintaining an odd number of Detroit CoC Board members while responding to community and strategic needs at any given time.
- 'Appointed Entities' must appoint an individual designee to represent the 'Appointed Entity' on the CoC Board. The appointment is good for one year and may be renewed annually by the submission of a Vote of Confidence on behalf of the 'Appointed Entity' to the CoC Board.
- Appointed entities holding more than one concurrent appointment have the discretion to fill fewer than their allowable number of seats. Regardless, individual designees may only exercise one vote.

The election process will include at least the following:

- Calls for nominations, vetting of nominations received and ballot announcement will happen between the first and second meeting of the calendar year.
- Nominees must be eligible to vote in order to compete in the election
- Ballots will be arranged by the three (3) categories delineated above
- Votes may be cast for up to the maximum number of seats within a category. Ballots that vote for more than the number of seats in a particular category will not be counted for that category only
- Individuals receiving the highest votes for a given seat will be declared the winner
- In the event of a tie for a specific seat, the individuals involved will have their names put on a second ballot for that seat. The individual receiving the highest vote for that seat will be declared the winner

Board Officers

The officers of the Detroit Continuum of Care Board are a Chair, Vice Chair and Secretary.

Election and Term

The Detroit Continuum of Care Board will elect a chairperson, a vice chairperson and a secretary at the first meeting of the calendar year. Officers elected in the first year will serve staggered terms, with the chairperson serving three (3) years, the vice chairperson serving two (2) years, and the secretary serving one (1) year. Thereafter, officers will serve three (3) year terms. An officer cannot serve for more than two (2) consecutive terms in the same role.

Chair and Vice Chair

The Chair is responsible for scheduling meetings, ensuring that the CoC and CoC Board meets regularly or as needed, sets the agenda for meetings of the CoC and CoC Board, chairs the CoC and CoC Board meetings, and signs any required and/or necessary documents on behalf of the Detroit Continuum of Care. In the absence of the Chair, the Vice Chair assumes the duties of the Chair. The Chair and Vice Chair shall perform other duties as the CoC may designate.

Secretary

The Secretary keeps accurate records of the acts and proceedings of all meetings of the CoC and CoC Board, or designates another person to do so at each meeting, including all actions taken without a meeting. Such records will include the names of those in attendance. The Secretary submits all meeting minutes to the CoC Lead Agency for posting to the CoC Lead Agency website. The Secretary reviews and approves Continuum of Care applications for voting member status with the CoC Lead Agency. The Secretary shall perform other duties as the CoC may designate, and shall chair CoC meetings in the case of the absence of the Chair and Vice Chair.

Executive Committee: Plan board meetings, acting on behalf of the board when necessary. All decisions made by the Executive Committee are brought to the next board meeting. Members of the Executive Committee will include the Chair, Vice Chair and Secretary.

Vacancy, Removal and Resignation

Vacancy

In the event of an Elected Seat vacancy, the members of the Detroit CoC Board will elect a successor to hold the vacant seat for the remainder of the term of the person vacating the seat. At the end of the term, a regular election will be held as described in this charter. In the event of an Appointed Seat vacancy, the Appointed Entity must appoint an individual designee to fill the vacant seat.

Removal

Members of the Detroit CoC Board may remove a Board member (elected or appointed) who is absent for two (2) Board regularly scheduled meetings in any twelve-month period. Unexcused absences from special meetings will generally not be considered in this calculation but may be included as appropriate. Absences are considered excused if the CoC Board Chair is notified within 8 hours of the meeting via phone, e-mail, or letter.

Detroit CoC Board members (elected or appointed) may also be removed by a $\frac{3}{4}$ vote of the Detroit CoC Board then-seated for cause including but not limited to:

- Failure to perform Board duties
- Failure to comply with this Charter and/or applicable policies

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- Engaging in conduct that constitutes a conflict of interest
- Engaging in behavior that causes harm to the reputation of the Continuum

Such seats will then be filled through the process described above under vacancies.

Resignation

Unless otherwise provided by written agreement, any member of the Detroit CoC Board may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified within the written notice or if the time is not specified in the written notice it will take effect upon its acceptance by the Detroit CoC Board.

Meetings

The Detroit Continuum of Care Board will hold meetings no less than six (6) times per year. Attendance at meetings of the Detroit CoC Board will be open to any interested person to observe. Two (2) weeks' notice will be given for regularly scheduled meetings of the Board. Special meetings may be called in emergency situations with three (3) days notice.

Quorum

A majority or 51% of the Detroit Continuum of Care Board filled seats constitute a quorum at all meetings of the Detroit Continuum of Care Board. No business will be conducted unless a quorum is present.

Decision-Making

Each CoC Board member is eligible to vote on decisions being made when present at the meetings.

Robert's Rules of Order will be followed to open and close each meeting and to bring a motion to the floor. The Continuum of Care Board will strive to make decisions through modified consensus. When consensus is not possible, decisions shall be made by a vote of the majority of voting members present.

The Detroit Continuum of Care Board may take an action without a meeting if:

- The action is within the authority of the Detroit Continuum of Care Board;
- Notice is provided
- It is approved via email (or letter when email is unavailable)
- By a majority of all Detroit CoC voting members who are entitled to vote on that matter

There is no proxy voting for Continuum of Care Board members. Decision-making requires live conversation and active participation from all parties.

Code of Conduct / Conflict of Interest / Recusal Process for Continuum of Care Board

No member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion and voting on any issue in which they may have a conflict. A Conflict of Interest Policy will be approved by the Continuum of Care annually.

Annual written disclosure statements will be provided to each member by the second Tuesday in January. Members will not be permitted to participate in any discussion or vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on the matter without providing excuse.

Responsibilities

The Detroit Continuum of Care gives authority to the Detroit Continuum of Care Board for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 on page 14 of this Governance Charter. Additional responsibilities required by the Continuum of Care Board include:

- Electing a Chairperson, Vice Chairperson and Secretary;
- Establish policies for funding and resource allocation
- Taking action against poor performers;
- Review and act on any programs that should be removed from HUD funding and any proposed funding reallocations;
- Create a CoC-funding appeal process;
- Review and make final determination on CoC-funding appeals;
- Designate the Housing Assessment Resource Agency (HARA) for administration of the MSHDA ESG Program;
- Assure that services provided by the Fiduciary, HARA, and sub-grantees are meeting the needs of the local community and that critical issues are addressed; and
- Identify an agency to function as Fiduciary for MSHDA ESG funds.

III. Establishing the Detroit Continuum of Care Committees

The Detroit Continuum of Care may establish Committees, Subcommittees, or Work Groups that are made up of Continuum of Care members to act on behalf of the Detroit Continuum of Care. The Committees are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns. Unless authority is designated by the Continuum of Care, Committees make recommendations to the CoC Board for approval. Each committee has a chair and co-chair, one board member appointed by the board, and one member of the CoC General Body elected by the committee. Committee chairs serve three (3) year terms, with the option of renewable terms.

Standing Committees are designated in this Charter. Ad hoc working groups or task forces may be formed and given specific responsibilities as needed by the Continuum of Care. All committee responsibilities apply to ad hoc groups as well. The following Standing Committees are established by the Detroit Continuum of Care:

- **Data Committee:** Oversee the point-in-time count, conduct an annual gaps analysis of the homeless needs and services available and coordinate data collection and systems (including HMIS)
- **Performance Evaluation Committee:** Scan the environment for best practices and innovations and evaluate outcomes of the Continuum overall and projects funded under HUD (CoC and ESG Programs). This committee has the authority to establish program subcommittees as appropriate.

- **Program Sub-Committees** – Review programmatic and fiscal data performance and recommend expectations and coordination, scan the environment for best practices and innovations, and evaluate outcomes of the Continuum overall and projects funded under HUD. Sub-committees should be representative of the funded service categories.
- **Coordinated Access Model (CAM) Governance Committee:** Oversee the implementation of coordinated entry, consult with ESG Grantees and other stakeholders
- **Development and Communications Committee:** Plan for special events, including but not limited to Homeless Awareness Week events, coordinate publicity/advocacy, and seek out financial resources for any identified needs.
- **Housing Resource Committee:** Recruit and train landlords and property managers and develop new housing resources.

Committee Membership

Committee membership may include any Continuum member. However, at least one (1) committee member must come from the CoC Board. Each committee will set its number and recruit members from the Continuum and larger community.

Each committee has a chair and co-chair, one board member appointed by the board, and one member of the CoC General Body elected by the committee.

Meetings

Each Committee will hold meetings at least two (2) times per year.

Quorum

A majority or 51% of the Committee membership constitute a quorum at all Committee meetings. No business will be conducted unless a quorum is present.

Decision-Making

Robert's Rules of Order will be followed to open and close each meeting and to bring a motion to the floor. Unless authority is otherwise designated to a Committee, the Detroit Continuum of Care Committees will make recommendations to the CoC Board for approval.

If authority for decision-making is designated by the Continuum of Care to a Committee, the Continuum of Care Committee(s) will strive to make decisions through modified consensus. When consensus is not possible, decisions shall be made by a vote of the majority of voting members present.

If a Committee recommendation requires a formal decision-making process, there is no proxy voting for Continuum of Care Committees. Decision-making requires live conversation and active participation from all parties.

Code of Conduct / Conflict of Interest / Recusal Process for the Continuum of Care Committees

No member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the committee

chair, shall yield that position during discussion and abstain from discussion and voting on the item. A full Conflict of Interest Policy will be approved by the Continuum of Care annually.

Annual written disclosure statements will be provided to each member by the second Tuesday in January. Members will not be permitted to participate in any discussion or vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on the matter without providing excuse.

Responsibilities

The Detroit Continuum of Care tasks the Detroit Continuum of Care Committees with specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 on page 14 of this Governance Charter. Additional responsibilities required by the Continuum of Care are:

- Recruit its members
- Select a chair or co-chairs
- Establish its policies and procedures, and provide them to the CoC Board
- Record its minutes and attendance, and provide them to the CoC Lead Agency
- Ensure transparency of its process and meetings

IV. Roles of the Designated Entities

Continuum of Care Lead Agency

The Detroit Continuum of Care appoints the CoC Lead Agency that will complete designated work tasks assigned by the Continuum of Care and will provide meeting support for the Detroit Continuum of Care, Board and all other committees. The CoC Lead Agency is responsible for working with the Chair to schedule meetings, develop agendas, issuing meeting materials and posting all relevant documents to the Detroit Continuum of Care website. The CoC Lead Agency will provide recommendations to the Detroit Continuum of Care Board for its final decisions. All responsibilities are documented in the Detroit Continuum of Care Lead Agency Memorandum of Understanding.

Designated responsibilities include:

- Establishing performance targets in consultation with recipients/sub-recipients;
- Monitoring recipient/sub-recipient performance;
- Evaluating outcomes for ESG and CoC projects and reporting them to HUD; taking action against poor performers;
- Measuring system performance;
- Operating a Coordinated Assessment System in consultation with ESG;
- Planning and conducting a Point-in-Time study;
- Conducting an annual gaps analysis of homeless needs and services;
- Participating in the Consolidated Plan;
- Consulting with ESG recipients;
- Work with the Project Based Voucher management agent, developer, and service agencies to assist with the development and annual updating of a Memorandum of Understanding (MOU) to provide case management services to supportive housing units as they are made available in the community; and

Detroit Continuum of Care Governance Charter

- Work to ensure that the Housing Choice Voucher Homeless Preference waiting list and Project Based Vouchers has an adequate supply of names.

The designation of the CoC Lead Agency is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Detroit Continuum of Care. Annually, the Continuum will review performance of the CoC Lead Agency. The designation may be terminated upon mutual agreement or for cause with a vote of 75% of the CoC membership.

Collaborative Applicant

The Continuum of Care designates the CoC Lead Agency as the legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the Detroit Continuum of Care Collaborative Applicant Memorandum of Understanding.

The designation of the Collaborative Applicant is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Detroit Continuum of Care. Each year, the Collaborative Applicant will submit the HUD Annual Performance Report and HUD Application for CoC Planning dollars to the CoC Board. The CoC Board will review the Collaborative Applicant's performance with the Continuum of Care at a meeting. The designation may be terminated earlier than the 3 year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the Detroit Continuum of Care for approval. Depending on the timing of the submission to HUD, the Detroit Continuum of Care Board and Collaborative Applicant will create a timeline for submission to the Detroit Continuum of Care.

HMIS Lead

The Continuum of Care designates the CoC Lead Agency as the legal entity who is also a Continuum of Care Program eligible applicant to serve as the Homeless Management Information System (HMIS) Lead. The HMIS Lead will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 on page 14 of this Governance Charter. These and any additional responsibilities are documented in the Detroit Continuum of Care Homeless Management Information System Lead Memorandum of Understanding. Designated responsibilities include developing an HMIS privacy plan, security plan, and data quality plan.

The designation of the HMIS Lead is valid for a maximum of 3 years before the designation must be reviewed and renewed by the Detroit Continuum of Care. Each year, the HMIS Lead will submit the HUD Annual Performance Report and HUD Application for HMIS-dedicated grant to the CoC Board. The CoC Board will review the HMIS Lead's performance with the Continuum of Care at a meeting. The designation may be terminated earlier than the 3 year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

V. Reviewing and Updating the Charter

Process for Updating the Charter

At least once every year the Detroit Continuum of Care must review this Governance Charter in consultation with the Collaborative Applicant and HMIS Lead. Members of the Detroit Continuum of Care, Detroit Continuum of Care Board, Collaborative Applicant, Lead Agency, or HMIS Lead may make suggestions for updating. It is the Collaborative Applicants responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter. The updates must be presented on the agenda prior to the meeting. Updates to the Governance Charter require a 2/3's vote.

Review and Updating History

Date of Review	Summary of Updates	Summary of Vote

Table 1. Responsibilities of Continuum of Care Entities

Responsibility Category	Responsibility	Responsible Party
Establishing CoC	Define membership of Continuum of Care	Continuum of Care
Establishing CoC	Invite new members annually	Continuum of Care
Operating CoC	Hold meetings of full membership, with published agenda, at least semi-annually	Continuum of Care
CoC Governance and Management	Establishing a Continuum of Care Board	Continuum of Care
CoC Governance and Management	Reviewing the Written Selection Process for the Board	Continuum of Care
CoC Governance and Management	Designate a Collaborative Applicant	Continuum of Care
CoC Governance and Management	Designate Responsibilities to the CoC Board, HMIS Lead, and Collaborative Applicant	Continuum of Care
CoC Governance and Management	If have UFA, approve amendments for any grants	Continuum of Care
CoC Governance and Management	Apply for CoC Planning Funds	Collaborative Applicant
CoC Governance and Management	Apply for UFA Planning Funds	Collaborative Applicant / UFA
CoC Governance and Management	Appoint Committees / Sub-Committees	Continuum of Care
CoC Governance and Management	Develop a Governance Charter	Continuum of Care
CoC Governance and Management	Review Governance Charter Annually	Continuum of Care
Overall and Project-Level	Establish performance targets in	CoC Lead and Data and

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Responsibility Category	Responsibility	Responsible Party
Performance	consultation with recipients/sub-recipients	Performance Committee
Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	CoC Lead
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	CoC Lead and Data and Performance Committee
Overall and Project-Level Performance	Take action against poor performers	CoC Board
Overall and Project-Level Performance	Measure system performance	CoC Lead and Data and Performance Committee
Coordinated Assessment System	Operate a Coordinated Assessment System in consultation with ESG	CoC Board and CAM Governance Committee
Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	Continuum of Care
Designate an HMIS	Designate a Single HMIS for the entire CoC Geographic Area	Continuum of Care
Designate an HMIS	Designate a Single HMIS Lead	Continuum of Care
Designate an HMIS	Review, revise and approve the HMIS privacy plan, security plan and data quality plan	Continuum of Care
Designate an HMIS	Ensure HMIS is in compliance with HUD requirements	Continuum of Care
Designate an HMIS	Ensure consistent participation of recipients and sub-recipients in HMIS	Continuum of Care
Designate an HMIS	Develop HMIS privacy plan, security plan and data quality plan	HMIS Lead and Data and Performance Committee
Designate an HMIS	Execute participation agreements with contributing HMIS organizations	HMIS Lead
Designate an HMIS	Execute user agreements with all HMIS users	HMIS Lead
Plan for the CoC	Plan and Conduct a Point-in-Time Study	CoC Lead and Data and Performance Committee
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	CoC Lead and Data and Performance Committee
Plan for the CoC	Participate in the Consolidated Plan	CoC Lead
Plan for the CoC	Consult with ESG Recipients ⁺	CoC Lead
Plan for the CoC	Submit annual application to HUD for Continuum of Care Program funding	Collaborative Applicant and CoC Board
Plan for the CoC	Approve annual application to HUD for Continuum of Care Program funding	Continuum of Care

Detroit Continuum of Care Governance Charter

*Written Standards for:

- Eligibility policies and procedures
- Determining and prioritizing eligible persons for TH, RRH, and resources (consistent with coordinated assessment protocols)
- Determining levels of RRH assistance and participant rent contribution (across projects)
- Administering homeless prevention, if designated as High-Performing Community

+ Consult with ESG Recipients:

- Coordinated Assessment
- Consolidated Plan homelessness strategy and goals
- Allocation of ESG funding
- ESG performance standards
- ESG sub-recipient participation in HMIS
- ESG and CoC Program written standards
- Evaluate performance of ESG recipients/sub-recipients

Detroit Homeless Management Information System (HMIS) Collaborative

Policies and Procedures

(Including MSHMIS Policies and Procedures)

OCTOBER 2015

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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. 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 as we see fit and according to HMIS staff availability.
- 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. Attend Privacy training annually.
- k. Support the CAM lead agency with HMIS implementation.
- l. Provide a Security Officer for the CoC.

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.
- j. Log all service requests via HMIS Help Desk software.
- k. Serve as Security Officer for the Agency or appoint a Security Officer.
- l. Prepare for HMIS audits.

End User Responsibilities

HMIS End Users will be responsible for the following:

- a. Enter client data according to Data Quality and Data Entry standards.
- b. Follow the guidelines and procedures in the Privacy Policy.
- c. Work with the Agency Administrator to clean up data.
- d. Attend Performance Improvement Team meetings.
- e. Attend Privacy training annually.
- f. Communicate all HMIS service requests to the Agency Administrator.

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.

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.
5. Intake and Exit forms are available for download on the HAND website @ www.handetroit.org/hmis

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.
Note: These costs are subject to change.

MSHMIS / Bowman License Costs as of 1/1/2015

One Time Charges:			
SP License	\$ 175.00		
Encryption License	<u>\$ 0.00</u>		
	\$175.00		

ART Licenses:

1. View Licenses are available to end users appointed by the Agency Administrator and System Administrator.
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 outlined in the HMIS Training Plan. Visit www.mihomeless.org .
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.
 - 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. The System Administrator completes the User Screen that defines where the User may enter data.
6. 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.

Please give 48 hour 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.

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 project 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.
- New agencies implementing HMIS will automatically join the sharing QSOBAA and will share data with all other agencies. A new Release of Information will be created and will include the name of the new agencies.

Best Practices:

- The sharing of data is only possible when the project 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, Alexis Alexander 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 and SSVF.
- 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: 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.

The Agency 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 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 and Help Desk Support

Agency Administrator Training

Agency Administrators must attend and complete a webinar training incorporating Provider Page Updates, User Account Updates and Running ART Reports. Please contact your assigned HMIS System Administrator.

End User Training

All new end users must complete the first four steps listed below. Training videos will be found at www.mihomeless.org on MCAH's HMIS Certification Site. You can access this new section of the website by navigating to the left hand menu and choosing one of the following options:

- Orientation will take you to a video that will cover all of the steps and features you need to know to get the most out of this experience.
- Register will take you to an account registration form for new users.
- Login will take you to the account login screen for users that have already registered

If you are looking for the paper questionnaires and previous training video files that were provided via HMIS Documents, they are now exclusively built into the certification site and will be removed from their previous location on MCAH's website.

Steps for New End Users

- 1 View Privacy and Confidentiality Training Video
- 2 Sign and date User's Agreement and Code of Ethics (to be kept with end user's supervisor) Enter agreement in the Search field and click on Go. Download the Users Agreement.
- 3 View ClientPoint Entry/Exit Video
- 4 View Securing Client Records Addendum (short podcast)

After completing steps 1-4 above, then end users should take any specific workflow training as shown below. Complete associated questionnaires when required.

Required training for ServicePoint 5.11 Upgrade

Training Name
5.11 Orientation
5.11 Subassessment

2014 HUD UDE Definition
2014 HUD Program Specific Definition
2014 HMIS Data Collection Points

If end user will be entering data into: Then register for the following training:

HUD-funded program	HUD SHP Workflow
ESP-funded shelter	DHS-ESP-TANF Workflow
ESG-funded program	Contact HMIS staff
Youth program funded by DHS	HYR Workflow training DHS Funded Youth Providers Video
SSVF	contact HMIS staff
CAM	contact HMIS staff

Privacy Update Training—end users are **required** to take Privacy Update Training once a year. Be sure to complete the questionnaire.



Privacy Training Annual Update

Advanced Reporting (ART) Training—only for those end users who run reports
 Live ART Orientation training is held the 4th Friday of every month. Click on the desired training to see more details. A call in number and access code are provided. Click on “copy to my calendar.” Please notify your Agency Administrator that you’ve completed all training requirements and pass along a copy of your certificates. The Agency Administrator will then call the HMIS systems Administrator to obtain an HMIS license.

Note: End users can also download detailed workflow steps from www.mihomeless.org. Please contact HMIS staff if you need assistance.

Agency Assignments

Kiana Harrison	Selwin O'Neal	Alexis Alexander
Cass Community Social Services	Alternatives for Girls	Advantage Health Care
Covenant House	Development Centers	Community Social Services
DRMM	Gateway	Community & Home Supports
Emmanuel House	Love Outreach	COTS
Legal Aid & Defenders	Matrix Human Services	Detroit Central City CMH
Mariners Inn	Michigan Veterans Foundation	Freedom House
Neighborhood Legal Services Michigan	New Day	HAPI
NOAH	NSO	Lutheran Social Services
Perfecting Community Development Corporation	Operation Get Down	St. Frances Cabrini Clinic
Positive Images	Ruth Ellis	UCHC
THAW	The Salvation Army	Volunteers of America
St. John's	SWCS	WSU Street Medicine
	Traveler's Aid Society	
Special Project Leads		
City ESG	CABHI	GPD
City CDBG	Moving Up	HealthCare Agencies
HUD Funded- Agencies	Salvation Army ESP	HOPWA
MSHDA ESG	Youth	SSVF

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, last 4 digits of SSN 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 (ROI) 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 ROI 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 included 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 live in ServicePoint or by 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 Michigan Basic Entry 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. Incorrect: mary m jones Incorrect: MARY M JONES
Correct: 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.

5. 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.
6. Enter the Release of Information.
7. If required, complete a program entry.
8. Enter Case Manager Name under the Case Manager tab.
9. Enter Services.
10. Enter Referrals if referring the client to another project.
11. If required, complete Case Plan.
12. Remember to use the Interim Assessment to update client data, such as income, employment, education, and disability at least annually.
13. When clients leave the program, complete a program exit.
14. Enter data into the Match Assessment on the Home Page in HMIS and remember to update as needed.

Note: MDHHS-funded programs including PATH, ESG-TANF and MDHHS S+C, should contact DYNS for specific data entry policies, procedures and technical assistance.

Required Data Elements for All Projects Except PATH (contact DCH for Information) and RHYMIS

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		
Residence Prior to Project Entry	X			
Project Entry Date	X	X		
Project Exit Date	X	X	X	
Destination	X	X		
Relationship to HoH	X	X		
Client Location	X			
Length of time on street, in shelter or Safe Haven	X			
Disability	X	X		
Military Veteran	X			
Income	X	X	X	X
*Education	X		X	
*Employment	X		X	
Domestic Violence	X			
Services	X			

Note: Domestic Violence is required for all programs that submit a HUD APR. This element is also required for all adults and heads of households.

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 ongoing housing 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 housing 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 housing subsidy	The unit the client is renting is not supported by any government or private subsidy.
Rental by client, VASH Subsidy	The unit the client is renting is being supported by a VASH subsidy. VASH (Veterans Affairs Supportive Housing)
Rental by client, GPD TIP housing subsidy	The unit the client is renting is being supported by a GPD TIP subsidy. GPD TIP (Grant and Per Diem Program – Transition in Place)
Rental by client, other ongoing housing 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.
Permanent housing for formerly 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.
Moved from one HOPWA funded project to HOPWA PH	Client exited one HOPWA funded project into HOPWA PH
Staying or Living 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.

Staying or Living 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.
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Temporary Destinations	Explanation
Emergency shelter, including hotel or motel paid for 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.
Hotel or motel paid for without emergency shelter voucher	The client has exited to a hotel or motel that is not paid for with emergency shelter voucher
Safe Haven	HUD specific program for those who are unwilling or unable to participate in supportive services. Must be formally designated as a Safe Haven.
Transitional Housing 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.
Moved from one HOPWA funded project to HOPWA TH	The client exited one HOPWA funded project to enter HOPWA TH
Staying or Living 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).
Staying or Living 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 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 Home or Foster Care Group Home	The client has exited to an adult or child foster care home or foster care group home.
Psychiatric hospital or other psychiatric facility	The client has exited to a psychiatric facility or psychiatric hospital, or psychiatric unit of a local hospital.
Residential project or halfway house with no homeless criteria	The client has exited to a halfway house or residential project that does not require homeless status for entry.
Substance Abuse Treatment facility or Detox center	The client has exited to a substance abuse treatment program, detox program or other substance abuse residential facility.
Hospital or other non-psychiatric medical facility	The client has exited to a hospital for any reason other than psychiatric. Includes any residential care involving a medical need that is not long-term.
Long-term care facility or nursing home	The client has exited to a long-term care facility or nursing home.
Jail, prison or juvenile detention facility	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.
No Exit Interview Completed	An exit interview was not completed for this client
Other	Some place other than what is able to be recorded in any of the above fields. (Must specify if Other is chosen)
Client Doesn't Know	The client exited the program without telling program staff where he or she was going.
Client Refused	The client exited the program and refused telling program staff where he or she was going.

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. The standard for UDE completion is at least 90% completion of all UDE’s.
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 .
e) When exiting clients, less than 25% of clients should have an “unknown” destination when being exited from a ES, TH, SSO or PSH program.
f) Ensure that all household members are included in program entries/exits and services.
g) If clients are in a program longer than one year, end users should use the Interim Review

feature to update income annually.
h) Do not update the Housing Status at Exit. Continue to update Education and Employment at exit. Also, update 'In Permanent Housing' at exit and 'If yes, date of move-in' enter the date that the client was housed. This is required for RRH projects and will negatively affect your APR if this data is missing.
i) Data in the ServicePoint APR should be the same as the data in the APR submitted to HUD.
j) 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.
k) Programs should participate in the Point-in-Time counts (PIT) as required.
l) Agency Administrator meetings are required; if the Agency Administrator cannot attend, he/she should send a representative.
m) Agency Administrators are required to generate data quality reports quarterly and provide them to the end users.
n) Agency Administrators generate various reports as required by funders.
o) All requests for HAND letters of support will be based on the guidelines set in HAND's request for letter of support document. [See Appendix E for HAND's sample letter of support]

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 Detroit CoC Board after submission to the Detroit Data Committee as appropriate. MSHMIS staff will be notified of the request. Any exception to the data security policies and standards not approved by the Detroit CoC Board 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 Detroit Data Committee.
- All sanctions can be appealed to the Detroit Data 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: HMIS Data Quality Plan

Overview

To provide accurate and relevant data to the Detroit Continuum of Care, it is imperative that the HMIS Project maintains an on-going process of quality improvement.

The data quality improvement process will include participation from HAND Staff including HMIS staff, Agency Administrators, and end users. To ensure the success of the data quality plan, HMIS staff and Agency Administrators will be required to run reports as outlined in the attached ART Reports Tables.

Roles and Responsibilities

HAND Executive Director

- Review and approve plan for data monitoring by HMIS Staff, Agency Administrators and end users.
- Review current status of Detroit CoC HMIS data with existing data quality measures.
- Provide oversight for HMIS Data Quality Plan.

Systems Administrator Responsibilities

- Provide training to Agency Administrators on Reports that they are required to run according to the ART Reports Table for Agency Administrators.
- Send out reminders quarterly to Agency Administrators to run reports.
- Provide training to all end users on HMIS Policies and Procedures, including data quality procedures.
- Generate reports as documented in the ART Reports Table for HMIS staff.
- Generate the 0252 Data Quality Report Card for each assigned HUD funded program at least twice a year.
- Convene and lead local Agency Administrator Meetings.
- Provide training, coaching, technical assistance and webinars on various HMIS-related topics.
- Help ensure data quality among all agencies participating in HMIS.
- Help the agency set up an HMIS Performance Improvement team.
- Conduct an informal audit of the agency when required.

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:

- The Agency Administrator will be required to form an internal performance improvement team that will include at minimum the Agency Administrator and

staff who have Database privileges or to review coverage, data quality, security/privacy, reporting issues and outcome.

- Attend training on how to run ART reports and other reports that address data quality including the Data Quality Report Card.
- Attend meetings approximately every 6 weeks facilitated by the Systems Administrator.
- Run various ART and ServicePoint reports according to the ART Reports Table for Agency Administrators and provide them to program managers and end users.
- Convene routine Performance Improvement Team meetings and forward minutes to HMIS System Administrator.
- Ensure that HMIS-related information is disseminated to all agency end users.

End User Responsibilities

- a. Attend Performance Improvement Team meetings.
- b. 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.
- c. End users should complete all the universal data elements for clients. This is extremely important; especially when sharing data.
- d. 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.
- e. Clients who have been entered into HMIS should have an associated program entry unless the program is using a “services only” workflow.
- f. Ensure that all household members are included in program entries/exits and services.
- g. If clients are in a program longer than one year, end users should use the Interim Review feature to update income annually.
- h. Update referrals and run referrals report.
- i. Update the Match Assessment.

ART Reports Table for HMIS Staff

Description: Following is a table that lists recommended ART reports, where they are located in ART, how often to run them. This list of reports is not all-inclusive; please continue to run any other reports that are helpful to your program.

Report Name	ART Folder	When	Description
Unexited Clients with Summary Tab with Names-By Provider Group	Public/Data Quality	Monthly	Provides a list of current clients with program entries. Run the ESG Prevention and RRH programs.
#01 - Provider Page Check-up Summary - Reporting Group (Updated - 10.29.13 SC)	Public/Data Quality	Bi-annually	Shows required fields on each program's provider page that are missing.
Clients With Missing or Open Service Transactions (Provider Group)	Public/Data Quality	Quarterly	Shows which clients need end dates on services.
Discharge Destination - by Provider Agency - All Clients	Public/Outcomes/Discharge Destination	Quarterly	Shows where each client is going after leaving the shelter.
AHAR	ServicePoint Reports	Monthly	Shows missing data, long term stayers and possible broken households.
0252 - Data Completeness Report Card	Public/Data Quality	Bi-annually	Shows detailed information by client ID. Use this report to identify missing data.

ART Reports Table for HUD-funded Programs

Description: Following is a table that lists recommended ART reports, where they are located in ART, how often to run them. This list of reports is not all-inclusive; please continue to run any other reports that are helpful to your program.

Report Name	ART Folder	When	Description
Unexited Clients with Summary Tab with Names-By Provider Page	Public/Data Quality	Bi-weekly	Provides a list of current clients with program entries. Run the ESG Prevention and RRH programs.
0625 - CoC APR - v27	Public/APR Supports	Weekly	The APR is a reporting tool used by HUD to track the progress and accomplishments of a program. Refer to the e-snaps CoC APR Guidebook for more detailed information about the APR.
0252 - Data Completeness Report Card	Public/Data Quality	Monthly	Do you want to see your systems overall data completeness of your individual providers? This report is a data completeness monitoring tool that produces a letter grade for the system as well as the individual providers. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report as well as the option to include services or not. The report includes a detail section to assist users in finding and fixing data entry omissions.

ART Reports Table for Shelters

Description: Following is a table that lists recommended ART reports, where they are located in ART, how often to run them. This list of reports is not all-inclusive; please continue to run any other reports that are helpful to your program.

Report Name	ART Folder	When	Description
ESP Final Billing Shelter Print Report - Updated 1/17/2013	Public/DHS ESP Reports	Twice monthly	Shows client information including names, check in and check out dates and total TANF and non-TANF bed nights and amount billed.
Shelter Clients w/o program exits	Public/DHS ESP Reports	Twice monthly	Shows all shelter clients that have program entries, but have not yet been exited.
0631 - CoC APR Detail - v15 - BETA	Public/APR Supports	Weekly	Shows detailed information by client ID. Use this report to identify missing data.
Discharge Destination - by Provider Agency - All clients	Public/Outcomes/Discharge Destination	Quarterly	Shows where each client is going after leaving the shelter.
0252 - Data Completeness Report Card	Public/Data Quality	Monthly	This report is a data completeness monitoring tool that produces a letter grade for the system as well as the individual providers. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report as well as the option to include services or not. The report includes a detail section to assist users in finding and fixing data entry omissions.

ART Reports Table for the Coordinated Assessment Model

Description: Following is a table that lists recommended ART reports, where they are located in ART, how often to run them. This list of reports is not all-inclusive; please continue to run any other reports that are helpful to your program.

Report Name	ART Folder	When	Description
ESG / HARA Counting Report 2013 with Names for Audit Purposes	Public/ESG	Weekly	Provides data related to the MSHDA ESG quarterly progress report and names of clients with detailed information.
ESG / HARA Counting Report 2013 (7-9-2013)	Public/ESG	Bi-Weekly	Provides all data needed for the MSHDA ESG quarterly progress report.
Unexited Clients with Summary Tab with Names-By Provider Page	Public/Data Quality	Bi-weekly	Provides a list of current clients with program entries. Run the ESG Prevention and RRH programs.
0631 - CoC APR Detail - v15 - BETA	Public/APR Supports	Weekly	Shows detailed information by client ID. Use this report to identify missing data.
Service Transaction Report	ServicePoint Provider Reports	Weekly	Run this report for the ESG Prevention and RRH programs. Choose Case/Care Management Code as the service and My provider only. Make sure that all current clients have a Case/Care management service.
Call Record Report	ServicePoint Provider Reports	Weekly	Shows call type, program and average call time.
0252 - Data Completeness Report Card for RRH and Prevention	Public/Data Quality	Monthly	This report is a data completeness monitoring tool that produces a letter grade for the system as well as the individual providers. Prompts allow the user to specify a date range and to select the provider(s) on which to base the report as well as the option to include services or not. The

			report includes a detail section to assist users in finding and fixing data entry omissions.
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APPENDIX B: 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 C: 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	<p>(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <p>(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;</p> <p>(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</p> <p>(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;</p>	<p>“1- Literally Homeless”</p>	<p>“Yes” For All</p> <p>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.)</p>	<p>ESG Rapid Rehousing Homeless</p>
2	Imminent Risk	<p>An individual or family who will imminently lose their primary nighttime residence provided that:</p> <p>(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(ii) No subsequent residence has been identified; and</p> <p>(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;</p>	<p>“2- Imminent Risk”</p>	<p>“Yes” only if meets i, ii, and iii.</p>	<p>Qualifies for ES, TH & SSO</p> <p>ESG Homeless Prevention</p>

3	Homeless under other statutes	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(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);</p> <p>(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;</p> <p>(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</p> <p>(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.</p>	<p>“2-At Imminent Risk”</p> <p>Or</p> <p>3-At Risk”</p>	<p>“Yes” only if meets i thru iv otherwise “No”.</p>	<p>ESG Homeless Prevention</p> <p>Qualifies for ES, *TH, *SSO</p> <p>*HUD approval see 578.89 (aligned with plan with 10% limit unless homeless PIT < .01% of population).</p>
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4	Fleeing / Attempting to Flee DV	<p>Any individual or family who:</p> <ul style="list-style-type: none"> (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. 	<p>“1-Literally Homeless if shelter or street”</p> <p>“2-Imminent Risk if doubled-up”</p>	<p>“Yes” for All if meets i, ii, and iii.</p>	<p>ESG Rapid Rehousing if also Category 1 (street/vehicle or shelter),</p> <p>otherwise</p> <p>Homeless Prevention</p>
	Chronically Homeless	<p>1. An individual who:</p> <ul style="list-style-type: none"> (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. <p>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</p> <p>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.</p>	<p>“1-Literally Homeless”</p>	<p>“Yes”</p> <p>For Families the HoH must meet iii (disability).</p>	

	At Risk of Homelessness	<p>An individual or family who:</p> <ul style="list-style-type: none"> (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 described in category paragraph 1 of the homeless definition. (iii) Meets one of the following conditions: <ul style="list-style-type: none"> 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; 	<p>“2-Imminent Risk” if eviction is 15 to 21 days and i and ii, or or i, ii, and at least one iii.</p> <p>3-Unstably Housed (eviction > 21 days) and no other condition under iii.</p> <p>or 4-Stably Housed if does not meet i, ii, and iii.</p>	<p>“No”</p>	<p>For ESG all category 2 and 3 are Homeless Prevention</p>

		<p>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</p> <p>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.</p>	<p>If child or youth meets definition under 2 or 3 then “2-Imminent Risk”</p>		
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APPENDIX D: (MSHMIS) Operating Policy and Procedure

Michigan Statewide Homeless Management System (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 Agreement	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.
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
		<ul style="list-style-type: none"> • 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		<p>See Homeless Definition Crosswalk.</p> <p>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.</p> <ul style="list-style-type: none"> • 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.

¹ Specific instruction is available for PATH and HOPWA programs at www.dyns-services.com

- 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 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.

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

- 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:

- 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 Data Privacy, Security and Oversight standards as well as item 1 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.**

Appendix A: 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)

PHA 5-Year and Annual Plan

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

**OMB No. 2577-0226
Expires 8/30/2011**

1.0	PHA Information PHA Name: <u>Michigan State Housing Development Authority</u> PHA Code: <u>MI-901</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2015</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>29.045</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: Not applicable				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Not applicable				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. (c) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (a) 1. Eligibility, Selection and Admissions Policies 2. Financial Resources 3. Community Service and Self-Sufficiency 4. Fiscal Year Audit 5. Project Based Vouchers 6. Housing Needs of Families on the Waiting List See Attachment A to the FY 2015-16 Annual and 5-Year PHA Plan (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Copies of the PHA Plan are available at the MSHDA offices located at: <ul style="list-style-type: none"> • 735 E. Michigan Avenue, Lansing, Michigan 48912 • 3028 West Grand Boulevard, Suite 4-6000, Detroit, MI 48202 • MSHDA website: www.michigan.gov/mshda • See Attachment A to FY 2015-16 Annual and 5-Year PHA Plan for a list of supporting documents. • Contact person: Jackie Blankenship at 517-373-1886 or blankenship@michigan.gov (c) See items listed in item (a) above.				

	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>MSHDA has no Hope VI units, no public housing, no Mixed Finance Modernization, no Development, Demolition and/or Disposition, or Conversion of Public Housing to report.</p> <p>Homeownership MSHDA will continue administering its Section 8 Homeownership Program entitled the "Key to Own" Homeownership Program which has been operating since March 2004. The MSHDA "Key to Own" Homeownership Program has no set limits on the maximum number of participants. At this time, MSHDA has 994 participants in the "Key to Own" Homeownership Program who are working on program requirements; i.e. credit scores, finding employment, debt reduction, etc. Since the program's inception, 372 MSHDA HCV participants have become homeowners.</p> <p>Project-Based Vouchers MSHDA will continue its Project- Based Voucher program which pays a rental subsidy on behalf of participants in designated units to the property owner. The Project-Based Voucher rental subsidy is not portable; however, once the participant has resided in the unit for at least one year, is determined to be in good standing and the PHA has an available housing choice voucher that can be assigned to the family, they can move with continued assistance. MSHDA will continue utilizing up to 20% of its HCV allocation for this Project-Based Voucher program and will continue to accept applications for persons who wish to participate in the program. MSHDA will continue to target the following populations with project-based vouchers: special needs, homeless, chronically homeless, homeless youth, and domestic violence survivors. Homeless definition includes: an individual or family who lacks a fixed, regular, and adequate nighttime residence; an individual or family who will imminently lose their primary nighttime residence; unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition.</p> <p>Project-Based Vouchers are being used as one strategy in the PHA's goal to reduce homelessness and to increase MSHDA's ability to serve supportive housing populations as stated above (homeless, chronically homeless, homeless youth, special needs, and domestic violence survivors) as well as support longevity and availability of assisted housing to low income populations over the long term. MSHDA may also award project-based vouchers in partnership with other PHAs within the State of Michigan. Project-based vouchers may be awarded in both rural and metropolitan areas within the State of Michigan.</p> <p>7.0 To be eligible for project-based vouchers, all potential projects must have been selected for development via a competitive process through MSHDA such as Low Income Housing Tax Credits, MSHDA Funds, CDBG, or HOME. Selected projects must also meet MSHDA Division of Rental Development underwriting criteria. MSHDA will continue to administer the housing choice vouchers already identified as Project-Based Vouchers in its portfolio.</p> <p>Persons being placed in the PBV designated units within a development must meet all of the specified MSHDA PBV eligibility requirements and must also meet one of MSHDA's PBV Supportive Housing Target Populations which include: homeless, chronically homeless, homeless youth, special needs, or domestic violence survivor. MSHDA added additional admission preferences for the elderly and U.S. Veterans to the PBV Program which are specifically designated for either of these two populations.</p> <p>As stated in the FY 2008-09 and subsequent PHA Plans, in accordance with Project-Based Voucher regulations (24 CFR 983), MSHDA has awarded 35 Project-Based Vouchers specifically dedicated to the MSHDA Hamtramck R-31 Project in the City of Hamtramck, Michigan. These 35 units are located within the boundaries of the City of Hamtramck, Michigan and assist the City in becoming fully compliant with an order of the Federal Court (Sarah Sims Garret et al v. City of Hamtramck et al, Case #32004). The waiting list for persons to be served by this project will be restricted to those parties and heirs specifically covered by the Court Order. After all the initially stipulated plaintiff class of persons have been assisted under the Housing Choice Voucher Project-Based Voucher program, the waiting list will be opened to interested families in Wayne County that meet Project-Based Voucher eligibility criteria, meet supportive housing population requirements and have been referred from a designated lead agency.</p> <p>The PHA expanded county residency requirements for Project-Based Voucher developments only. The expanded residency requirements allow residents of any county within Michigan or residents outside of Michigan to be considered to meet admission residency eligibility for the specific PBV development if the applicant receives a Verification of Eligibility from the Lead Agency/Service Provider who is providing supportive services to the Development. Once pulled from the waiting list, the family must live in the development for which they applied.</p> <p>See Attachment B identifying the number of units and general location of project-based units that have already been awarded and which either have a current HAP or AHAP Contract.</p> <p>PBV/Rental Assistance Demonstration (RAD) Program Based on HUD PIH Notices 2012-18, 2012-32, and 2012-32 Rev.1, MSHDA has started, and will continue, to participate in the HUD RAD Program which converts tenant based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to Project-Based Vouchers at those developments.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. Not applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. Not applicable</p>

8.2 **Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. Not applicable

8.3 **Capital Fund Financing Program (CFFP).**
 Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. Not applicable

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

MSHDA is dedicated to serving the needs of the homeless and very-low and extremely low income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via its homeless preference; its commitment to the Michigan Campaign to End Homelessness, its work with partner agencies serving the elderly; families with disabilities; households of various races and ethnic groups; households with low-income, very-low income, extremely low-income; its work with Continuum of Care groups across the State, and Administration of the HCV VASH Program at various VA medical facility sites across the State of Michigan.

9.0 **Housing Needs of Families on the PHA's Waiting Lists**

Waiting list type: (select one)
 Section 8 tenant-based assistance As of 3/3/15
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	36,262		
Extremely low income <=30% AMI	33,815	93.25	
Very low income (>30% but <=50% AMI)	1,851	5.10	
Low income (>50% but <80% AMI)	596	1.64	
Families with children	9,031	24.90	
Elderly families	2,693	7.43	
Families with Disabilities	2,222	6.13	
Race/ethnicity - American Indian	376	1.04	
Race/ethnicity - Asian	122	.34	
Race/ethnicity - Black	23,726	65.43	
Race/ethnicity - Native Hawaiian/Other Islander	61	.17	
Race/ethnicity - White	11,216	30.93	
Hispanic	1,300	3.59	
Non-Hispanic	34,962	96.41	
Race/ethnicity - none indicated	1,828	5.04	

Is the waiting list closed (select one)? No Yes If yes:
 Does the PHA expect to reopen the list in the PHA Plan year? No Yes, if necessary additional lists will be opened.
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes for homeless.
 Yes to the WL for Project-Based Voucher developments.

	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Section 811 Project Rental Assistance (811 PRA): MSHDA was awarded funding for the Section 811 Project Rental Assistance (PRA) program. The Authority will commit 100 of its HCV vouchers for non-elderly persons with disabilities that meet the program requirements of the 811 PRA in a scattered site model. By leveraging the 811 PRA funding with MSHDA's HCV vouchers, MSHDA will be able to assist 100 additional disabled families to find integrated affordable housing that meets their needs in the locations of their preference. Selected families will be referred by the Michigan Department of Community Health service providers to a separate waiting list that will remain open in designated counties.</p> <p>9.1 Moving-Up Pilot Program MSHDA will continue to commit HCV vouchers and expand a PILOT program for Wayne County approved by the MSHDA Board in 2014. This MSHDA pilot program was supported by the MSHDA Board and the Michigan Department of Community Health to assist with providing a resource for previously homeless populations utilizing Permanent Supportive Housing (PSH) through the Continuum of Care HUD funded programs. This initial PILOT of 100 vouchers was launched within a six-month period after its approval. PSH providers conduct an assessment of individuals and families that have reached a level of stability that makes them a good candidate for a successful transition to a HCV. Those individuals are placed on a separate waiting list for the Moving Up Pilot. MSHDA plans to expand this PILOT model to other communities within the state and allocate additional vouchers to the program.</p> <p>Waiting Lists 32 of MSHDA's 83 county waiting lists are currently open. 15 waiting lists have been closed in the past three months. The remaining 36 county waiting lists were officially closed 8/1/2011. Applications are being taken from Homeless families and added to the homeless preference waiting list in every county when certified. All PBV Waiting Lists are open. For the PBV waiting list, the applicant must apply through the PBV development and directly with the Housing Agent.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. See attached document entitled Attachment A to FY 2015-16 Annual PHA Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>MSHDA defines a substantial deviation/modification from the 5-Year Plan to be a significant change in its published policies included in the Administrative or Annual PHA Plan. The addition of new policies, activities or programs not included in the current PHA Plan may qualify as a "Significant Amendment".</p> <p>MSHDA defines a substantial deviation/modification to the Annual PHA Plan to be a change in policy, activity or program that redirects MSHDA's mission, goals, or objectives, and/or an addition of new policies, activities or programs not included in the current PHA Plan.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

1.0	PHA Information PHA Name: <u>Detroit Housing Commission</u> PHA Code: <u>MI001</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/1/2015</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>3712</u> Number of HCV units: <u>6,067</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. 2015 represents the Detroit Housing Commission's (DHC) 2nd Year of the Five Year Plan.																										
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <i>"The Detroit Housing Commission will effectively and efficiently develop, manage, and preserve affordable housing."</i>																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. The Detroit Housing Commission has four main Goals and Objectives in its Five Year Plan: 1. Creation of Affordable Housing consistent with HUD's Strategic Goal of increasing the availability of decent, safe and affordable housing in American Communities." MEASUREMENT: Creation of Public-Private Partnerships to develop new affordable housing opportunities as well as traditional rehabilitation of existing affordable units. Agency focus on ADA compliance on all properties HVAC Systems Upgrades at Riverbend Apartments Exterior Renovations at Forest Park, Sheridan, and Riverbend Apartments Exterior Renovations at Smith Homes, Brewster Homes and Sojourner Truth Apartments Elevator Upgrades at State Fair and Harriet Tubman Apartments Fire Alarm System Replacement at Riverbend and Warren West Site Improvements at Warren West Boiler Replacements at Woodbridge Senior Village and Sheridan Apartments 2. Promotion of Equal Housing Opportunities consistent with HUD's Strategic Goal of "Ensuring equal opportunity in housing all Americans." MEASUREMENT: DHC launched a website which includes detailed information regarding DHC's business and career opportunities, program information and a landlord portal. A number of landlord fairs will be held. Information regarding DHC's policies and procedures are available through the website. Completed substantial unit renovations on 162 scattered site homes Completed major site improvements at Diggs Homes and Smith Homes dramatically improving the appearance, longevity and safety of the properties Completed construction of a new office and community building at Smith Homes Completed HVAC System Replacement at Sheridan I & II and Forest Park Apartments Completed major exterior renovations at State Fair and Harriet Tubman Apartments Completed major Exterior Renovations at Warren West Apartments with significant energy saving materials including high-efficiency windows and insulated roof Completed renovations in 452 bathrooms at Brewster Homes																										

DHC may use a competitive and/or non-competitive process to select projects to receive project-based vouchers.

1. Selection Process

DHC may use a direct competitive process to select projects to receive project-based vouchers. DHC will use a competitive process when DHC has determined that it wishes to set aside a given number of vouchers for projects being developed within its jurisdiction to further the goals of deconcentrating poverty, creating sustainable, affordable housing and furthering local economic opportunities.

DHC will advertise its Request for Proposals (RFP) for new, rehabilitated or existing housing in a regulated open ended process. This process will allow DHC to receive competitive as well as noncompetitive proposals throughout the year and evaluate proposals as DHC deems appropriate and in accordance with DHC Procurement Policy. DHC will determine and include the length of time that each RFP will remain open during the solicitation process. DHC will also post the RFP on its website. The advertisement will specify the number of units DHC estimates it will be able to assist under the available funding. Proposals will be due to DHC by the close of business by the date set in the RFP. Only proposals that are timely submitted and that respond to all requirements of the RFP will be considered. Incomplete proposals will not be reviewed.

A successful proponent will be notified by DHC, in writing, of its selection. DHC will also notify the unsuccessful proponents, in writing, of its selection. The selection will also be posted on DHC's website.

DHC will make detailed application and selection information available at the request of interested parties. DHC will make these documents available for review at DHC's Assisted Housing office during normal business hours.

a. Proposals for Rehabilitated and Existing Units (24 CFR 983.57)

A review team consisting of DHC staff will review the proposals, make a determination as to acceptability and score and rank them. DHC will review the proposals using the following criteria:

- The proponent's experience, qualifications, and capability to manage or rehabilitate housing as specified in the RFP;
- The extent to which the project furthers DHC's goal of de-concentrating poverty and expanding housing and economic opportunities;
- Whether the site is suitable from the standpoint of facilitating and further full compliance with applicable civil rights laws;
- Whether the site meets the HQS site standards of 24 CFR 982.401(1);
- Whether the site meets the site and neighborhood standards specified in 24 CFR 983.57(d);
- Developments that substantially exceeds Housing Quality Standards;
- Plan for complying with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (URA) (24 CFR 983.7) (rehabilitated units); and
- Such other factors as DHC may deem appropriate.

b. Proposals for New Housing (24 CFR 983.57)

A review team consisting of DHC staff will review the proposals, make a determination as to acceptability and score and rank them. DHC will review the proposals using the following criteria:

- The proponent's experience, qualifications, and capability to build housing as specified in the RFP;
- Whether the site meets the site and neighborhood standards specified in 24 CFR 983.57(e)
- Developments that substantially exceeds Housing Quality Standards;
- Plan for complying with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (URA) (24 CFR 983.7); and
- Such other factors as DHC may deem appropriate.

2. Non-Competitive Proposals Subject to a Previous Competition Under a Federal, State or Local Housing Assistance Program

DHC will accept PBV proposals, on an ongoing basis, from projects where the proposal has been selected, within three (3) years of the PBV proposal selection date, by a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTC's have been provided), and the earlier competitively selected proposal did not involve any consideration that the project would receive PBV assistance.

Site-Based Waiting Lists and Preferences for Project-Based Voucher Developments

DHC will administer separate site-based waiting lists for each of its project-based voucher (PBV) sites. These separate site-based waiting lists may be on a project or building basis. DHC may establish preferences for each PBV waiting list it administers tailored for each site. Preferences may be based on specific characteristics of the project, building or funding source.

Preferences

Applicant families that come within one or more of the following categories will be given a preference :

	<ul style="list-style-type: none"> • Working Preference Applicant family must work a minimum number of hours as defined by specific characteristics of the project, building or funding source, generally this means at least 20 hours per week. This requirement may be met by a combination of work and no more than 10 hours per week in volunteer activities or enrollment in an accredited education, employment and job training program. • Disabled or Elderly Preference Be a person with disabilities or over 62 years. • Geographic Preference Live or work in the neighborhood of projects receiving PBV assistance (to be determined on a project-by-project basis). • Families in Need of Supportive Services Preference Include persons Families with disabilities who need services offered at a particular project or building if: The family includes a member with disabilities that significantly interfere with the ability to obtain and maintain themselves in housing; and Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and For whom such services cannot be provided in a non-segregated setting. → • Homeless Preference Families and children who are homeless or are at imminent risk of homelessness. • Domestic Violence Preference Victims of domestic violence, as defined in the Violence Against Women Act, who are displaced as a result of the domestic violence. • Veterans Preference Families including a member who is a veteran of the United States Armed Forces. • Medical Condition Preference Families including a member who has a medical condition that falls with the restrictions imposed by the funding of a specific project or building, i.e., project requires participants to have a Medicare waiver. • Other Preferences Families including a member who falls within the specific category for which a project or building has been awarded funding. <p>Currently DHC has two project-based projects:</p> <ol style="list-style-type: none"> 1) Woodbridge Manor 2) AAL / Rivertown
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8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>See Attachments for Parts 8.1 to 8.3 "FY 2010-2014"</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. "FY 2010-2014" "2015 for proposed"</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. "FY 2015"</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. do not check box</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		7936		61			35	
1.2 Persons in ES, SH, and TH		9385		104			57	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	1094	242	22%	81	7%	78	7%	401	37%
Exit was from ES	2778	787	28%	171	6%	178	6%	1136	41%
Exit was from TH	1123	175	16%	61	5%	94	8%	330	29%
Exit was from SH	14	7	50%	1	7%	0	0%	8	57%
Exit was from PH	423	46	11%	19	4%	21	5%	86	20%
TOTAL Returns to Homelessness	5432	1257	23%	333	6%	371	7%	1961	36%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2755	2597	-158
Emergency Shelter Total	1332	1312	-20
Safe Haven Total	21	22	1
Transitional Housing Total	1120	1112	-8
Total Sheltered Count	2473	2446	-27
Unsheltered Count	282	151	-131

Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		9688	
Emergency Shelter Total		8014	
Safe Haven Total		50	
Transitional Housing Total		2229	

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

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		972	
Number of adults with increased earned income		5	
Percentage of adults who increased earned income		1%	

Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		972	
Number of adults with increased non-employment cash income		14	
Percentage of adults who increased non-employment cash income		1%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		972	
Number of adults with increased total income		19	
Percentage of adults who increased total income		2%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1046	
Number of adults who exited with increased earned income		153	
Percentage of adults who increased earned income		15%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1046	
Number of adults who exited with increased non-employment cash income		207	
Percentage of adults who increased non-employment cash income		20%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		1046	
Number of adults who exited with increased total income		348	
Percentage of adults who increased total income		33%	

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		8272	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		2562	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		5710	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		10222	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		3303	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		6919	

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

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		1870	
Of persons above, those who exited to temporary & some institutional destinations		266	
Of the persons above, those who exited to permanent housing destinations		520	
% Successful exits		42%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		8971	
Of the persons above, those who exited to permanent housing destinations		4030	
% Successful exits		45%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		2647	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		2586	
% Successful exits/retention		98%	