

## 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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	No	No
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	No	No
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		


**Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.**

**1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)**

The Detroit CoC has two distinct decision-making bodies; the CoC board and general membership. The board and general membership are comprised of service provider organizations, public officials, local public housing authorities, and other organizations. Membership in the CoC is open to any entity that has a commitment to preventing and ending homelessness. These two decision making bodies also have committees that are comprised of voting and non-voting members who are the action planning components of the Continuum. In the committees, strategies are developed, deepened and expanded into approved timed workplans. The scope of work of each of the decision-making body is outlined in the Detroit CoC Governance Charter.

**1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)**

General Membership: All individuals subscribed to the Lead Agency newsletter are given an invitation to attend all board and general membership meetings to get involved in the Detroit CoC.

CoC Board: New board member application process allows for individuals to nominate a board member as well. This nomination process acts as another level of outreach to individuals in the field who may be able to aid the Detroit CoC in its governing efforts. The Lead Agency listserv is used to inform the community on the timeline for application submission.

CoC General Membership Voting Members: Individuals interested in becoming voting members of the Detroit CoC complete an application found on the CoC Lead Agency site. Agencies who wish to obtain voting member status must be in good standing with the CoC, operate in the CoC geographical area, and have attended at least one General Membership Meeting in that calendar year.

**1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)**

1. Via email listserv, the CoC announced it was open to receiving proposals for renewal and new CoC funding from any eligible organization, including those who had not previously received CoC funding. This listserv email was sent on 5-23-17 and posted to the CoC lead agency's Facebook page the same day. The same listserv email was sent again on 6-2-17. Application forms were posted to the CoC's website on 6-8-17.

2. All applications are evaluated and scored against published criteria. Renewal projects that pass the scoring threshold, or are granted an appeal, are submitted for funding. New projects are evaluated on applicant experience and capacity, project description, and project alignment with CoC needs & priorities. A committee reviews and scores the applications. Based on average project scores, the committee makes recommendations to the CoC board on which new project(s) should be submitted. The CoC board makes the decisions.

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation 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	No
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

**1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient’s in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)**

1.HAND, the CoC Lead Agency, is the fiduciary of MSHDA ESG funds. HAND provides grant management oversight & monitors funds expended by the Detroit CoC’s CE lead agency. HAND participates in scoring ESG applications

distributed by the City of Detroit.

2.The CoC provides detailed PIT and HIC data to the City of Detroit, including data on sheltered/unsheltered, subpopulations, and occupancy rates.

3.The Detroit CoC collaborates with the City of Detroit, the sole Con Plan jurisdiction in the CoC. The Detroit CoC meets with the City of Detroit monthly & participates in the annual Con Plan process. The Detroit CoC meets at least 4 hours per month with the City of Detroit. The meetings discuss data/trends in homelessness, coordination of homeless resources, efficacy of service delivery models, and performance of projects. Weekly emails/phone calls are exchanged to discuss/resolve issues and provide updates on progress of shared plans/goals.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.  
(limit 1000 characters)**

Coordination with DV & non-DV providers occurs through CE, where 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 for their need. The referral could be to both victim & non-victim services & housing throughout the CoC based on availability & client choice. Within the Detroit CoC, specific services are offered for DV survivors through a non-COC funded ES & a TH program. Through the CE process, DV survivors also have access to a variety of CoC funded (TH, PH, SSO) & ESG funded (ES, RRH, PRVN) programs that serve all populations.

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

Several providers in the CoC have programming specifically for survivors of trafficking.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.  
(limit 1,000 characters)**

1.The Detroit CoC Does not currently provide regular training on serving individuals fleeing domestic violence. In coming year, a training will be offered to the Detroit CoC to inform them on best practices in serving survivors of Domestic Violence.

2. In the coming year, the CoC will begin to analyze data from HMIS or other comparable databases to better understand the scope of need of persons fleeing domestic violence.
3. Coordinated Entry staff screen persons seeking homeless/housing assistance to determine if they are fleeing domestic violence. Those that are fleeing are referred to a DV provider in accordance with client choice. The referral is made by phone, not HMIS, to protect client identity.

**1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.**

**Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Detroit Housing Commission	9.00%	Yes-HCV
Michigan State Housing Development Authority	100.00%	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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)**

N/A. Both PHAs listed above have a homeless admission preference.

**1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)**

1. The Ruth Ellis Center, a nationally-recognized expert agency on serving



homeless LGBTQ individuals and families, is an active participant in the CoC. The agency provides insight and expertise to the CoC in addressing the needs of LGBTQ youth and families.

2.The CoC, in partnership with CSH, will be providing training in the coming year on the Equal Access to Housing rule for all homeless programs.

3.The CoC currently does not have a CoC-wide anti-discrimination policy, but will be developing and implementing this policy in the coming year. Individual agencies are expected to have such a policy. Clients who feel they have been discriminated against may file a grievance with the CoC Lead Agency.

**1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness 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"/>
Engaged/educated local business leaders	<input type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. 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-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)**

1. 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. The CoC coordinates closely with the VA Medical Center on the needs of homeless veterans.

2. Over the past year there has been increased discussion with two major hospital systems around better coordination of care for homeless persons in the ER. Additionally, the CoC has been participating in regular resource meetings with the Detroit Medical Center & Wayne State University to help connect homeless patients with resources including housing. The CoC additionally coordinates with the Salvation Army Respite Center to address needs of persons who are homeless and need additional medical care.

**1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. 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"/>

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

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.**

**Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

### 1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)  
 (limit 1000 characters)**

1. The CoC considers the needs and vulnerabilities served by persons in PSH projects when developing the project ranking list. Specifically, the CoC considers the needs of persons who are chronically homeless.
  
2. PSH projects for which at least 50% or greater of the clients they served in 2016 were chronically homeless (as per HMIS data) are ranked higher than PSH projects that served fewer than 50% chronically homeless. These PSH projects are also ranked higher than TH and non-coordinated entry SSO projects. Although these projects are still expected to meet certain performance expectations, the higher ranking acknowledges their performance may not be as good as other PSH projects due to the greater level of need of individuals served by the project.

**1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.**

**Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.**

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>

**1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.**

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation: Option 2**

**No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.**

**1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.** 09/01/2017

**Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.**

**1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.** 09/13/2017

**Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.**

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead?** Yes

**Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.**

**2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.** Pages 2-3, and 12-16 in our Governance Charter outline the roles and responsibilities of the CoC and HMIS Lead.

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual.** Yes

**2A-3. What is the name of the HMIS software vendor?** Mediware (formerly known as Bowman Systems)

**2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.** Statewide HMIS (multiple CoC)

**2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 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 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	1,163	67	1,051	95.89%
Safe Haven (SH) beds	21	0	21	100.00%
Transitional Housing (TH) beds	797	60	729	98.91%
Rapid Re-Housing (RRH) beds	633	0	633	100.00%
Permanent Supportive Housing (PSH) beds	2,843	0	2,301	80.94%
Other Permanent Housing (OPH) beds	4,671	0	4,671	100.00%

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.  
 (limit 1000 characters)**

The shortage of PSH HMIS coverage is due only to the VASH vouchers reported on the HIC that are not reported in HMIS. All other PSH projects in the CoC fully participate in HMIS. Over the next 12 months the CoC will be working with the local VA to increase the HMIS coverage for VASH. This will be done by the following strategies and commitments:

- Starting in January 2017 the local process for the Veterans by Name List (VBNL) changed and only veterans on the VBNL are being referred to VASH.
- Going forward 100% of veterans captured on the VBNL will be required to be in HMIS.
- The CoC Lead plans to start documenting this increase in the 2018 HIC.
- The local VA is committed to improving their relationship with HMIS by the end of 2018 through syncing data between HOMES & HMIS and/or entering data directly

**2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?** 12

**2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)** 05/01/2017



## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.** 01/25/2017

**2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)** 05/01/2017

## 2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)**

1. In 2017, 1 additional emergency shelter provided information for the first time about the number of men sheltered at their facility. A new Transitional Housing program also came online and reported a count of those served. These additions increased our sheltered count coverage.

2. One impact to our data quality from the addition of the new ES provider was having to use the HUD extrapolation tool to provide demographic information on this subset of individuals as this data was not provided. Overall, our sheltered PIT count decreased in 2017, so the addition of these providers did not increase our total number of sheltered individuals counted. Additionally, 13 transitional housing programs closed after the 2016 PIT. The loss of the beds they reported in 2016 contributed to the overall decrease in number of sheltered persons counted in the 2017 PIT. No changes were made to the methodology of the sheltered PIT.

**2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes**

**2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.**

Beds Added:	76
Beds Removed:	340
Total:	-264

**2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count? No**

**2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.**

Beds Added:	0
Beds Removed:	0
Total:	0

**2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017?** No

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

**2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)**

Not applicable – no changes were made to the unsheltered PIT count implementation in 2017.

**2C-5. Did the CoC implement specific measures to identify youth in their PIT count?** Yes

**2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)**

1. Our first homeless youth count in July 2016 informed strategies to identify homeless youth in the 2017 PIT. We implemented a youth specific PIT survey to collect additional housing situations that might be counted as homeless under other federal statutes.

2. We reconvened our CoC’s youth homelessness taskforce and the other stakeholders that planned and implemented our July 2016 homeless youth count to design the youth PIT survey, coordinate youth count activities by outreach teams, and plan the timing and location of youth focused outreach events for the 2017 PIT.

3. Insight gained from homeless youth involved in the July 2016 count informed

the leadership team that planned youth activities for the 2017 PIT. Posts to social media accounts were used to inform youth of 2017 PIT activities.

4.The CoC looked to the leadership of youth stakeholders to identify the best locations for targeted youth outreach events and street outreach for the 2017 PIT.

**2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)**

Chronicity: To improve info collected on disabling conditions, HUD’s full list was included on this year’s count form. Questions that asked about the total length of time and number of homeless episodes a person reported were aligned with how intake workers collect this information every day. Staff closely involved with our Chronic By Name List counted in areas with high numbers of persons sleeping on the streets.

Families with children: Our CoC continued engage providers serving families and children to ensure that complete and accurate information was collected.

Veterans: We had more volunteers from Veteran service providers participate in the street count. Their familiarity with our CoC’s by name list of Veterans assisted in making connections with individuals we are working to house. Support to GPD programs continued to ensure that complete and accurate information on Veterans was collected.

## **3A. Continuum of Care (CoC) System Performance**

### **Instructions**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.  
(limit 1000 characters)**

1. In FY15, 6919 of people were homeless for the first time compared to 5689 in FY16.
2. The CoC has a diversion pilot program that diverts families from homelessness. Families are identified for diversion when CE staff ask screening questions to determine if the family is homeless for the first time, must leave a friend/family member's, or is from out-of-town.
3. Families identified for diversion are further assessed and provided services to keep the family out of shelter. Services include mediation, financial assistance, food assistance and/or other referrals. During the 10-month pilot, 15 families were diverted from shelter, with none returning to the homeless system. The CoC board recently approved expanding the diversion strategy system-wide, which will require all shelters to screen for diversion when a person first accesses the shelter.
4. Cass Community Social Services is the diversion lead agency. The CE governance committee oversees the pilot.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.  
(limit 1000 characters)**

1. In FY15 the average LOT homeless in ES and SH was 61 days compared to 56 days in FY16. In FY15 the average LOT homeless in ES, SH, and TH was 104 days. This decreased in FY16 to 100 days.
2. The CoC has funded more RRH projects to reduce the LOT homeless. People eligible for RRH are provided services specifically to help them quickly move into a unit. Additional strategies will be developed to speed up this process.
3. People are assessed for LOT homeless via the SPDAT tools. The first priority for PSH projects is chronically homeless with highest service needs and longest time homelessness. The second priority is chronically homeless with longest time homelessness.
4. The Chronically Homeless and Veterans By-Name-List committees are responsible for the strategy to house the chronically homeless/veterans with the longest time homeless. The RRH subcommittee is responsible for the strategy to quickly house people with RRH.

**3A-3. Performance Measures: Successful Permanent Housing Placement and Retention**

**Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing. (limit 1000 characters)**

1. In FY15, 45% of persons exited to permanent housing (PH) compared to 43% in FY 2016. In FY15, 98% of persons in PSH retained their PSH/moved to other PH. In FY16, this rate decreased to 97%.
2. Strategies implemented to increase PH retention:
  - People assessed for RRH or PSH are given navigation to assist with locating housing and to help facilitate the move to PH
  - The CoC Lead Agency provides technical assistance to PSH providers to assist with PSH retention
  - Clients at risk of losing PSH may be transferred to another PSH provider
3. Strategies continue to be implemented by:
  - Assigning clients to an RRH or PSH navigator
  - The CoC Lead Agency responds to technical assistance needs
  - Bi-weekly case conferencing meetings with PSH providers to transfer clients as needed
4. Entities responsible for these strategies:
  - RRH subcommittee: RRH navigation
  - PSH subcommittee: PSH navigation and case transfers
  - CoC Lead Agency: provision of technical assistance

**3A-4. Performance Measure: Returns to Homelessness.**

**Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who**

**return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)**

1. In FY15, 36% of people who had exited to PH returned to homelessness within 2 years. In FY16 this rate dropped to 33%.
2. The CoC identifies people who return to homelessness when the Coord. Entry staff makes contact if the person returns to homelessness by reviewing the person's HMIS record or via an assessment interview
3. Strategies used to reduce rates of return to homelessness:
  - Persons receiving RRH are prioritized for Homeless Preference HCV
  - More intensive case management services are provided when a person is first housed in PSH
  - PSH providers case-conference clients at risk of returning to homelessness to identify strategies to keep person housed
  - Prevention funding is available for persons at-risk of homelessness
4. Entities responsible for these strategies:
  - PSH subcommittee: case conferencing
  - CE Lead Agency: RRH prioritization for Homeless Preference HCV

**3A-5. Performance Measures: Job and Income Growth**

**Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)**

From FY15 to FY16, stayers who increased their total cash income went from 2% to 7%, and leavers who increased their total cash income decreased from 33% to 29%.

1. Over the past year the following strategies have been developed:
  - Detroit Employment Solutions Corp (DESC) presented to CoC on 7-18-17. DESC provides job training, search, and placement services.
  - DESC to meet with CoC board
  - RRH providers and DESC to develop an MOU
  - Fund a pilot program focused on homeless families interested in working
2. CoC funded agencies increase client non-employment cash resources via SOAR. Many CoC funded agencies have SOAR trained staff, which assist clients with receiving benefits quickly.
3. CoC funded agencies are assisted to implement these strategies by presentations at CoC meetings.

4.The CoC’s Performance & Evaluation committee discusses ways the CoC can improve employment & income outcomes. The City of Detroit has taken the lead on developing the above strategies.

**3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).** No

**3A.6a. If the response to 3A-6 was “Yes”, what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)**

Not applicable

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. (mm/dd/yyyy)** 06/02/2017



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

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3B-1. 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 in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	783	1,121	338

**3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.**

Total number of beds dedicated as Dedicated Plus	18
Total number of beds dedicated to individuals and families experiencing chronic homelessness	2,051
<b>Total</b>	<b>2,069</b>

**3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.** Yes

**3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.**

History of or 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 with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)**

To move towards housing families within 30 days, the CoC has implemented the following this year:

- 1.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 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. Families are provided navigation and housing search services to assist with this process.
- 2.Over the past year for most of families receiving RRH, the length of time from project entry date to move-in date was 30 to 180 days.
- 3.It is rare for families to be housed via RRH within 30 days. Housing families within 30 days if often hampered by the lack of housing stock that will pass inspection the first time and the length of time it takes to gather required documentation.
- 4.The RRH subcommittee oversees the CoC’s RRH strategies.

**3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.**

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	97	132	35

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)**

All City funded emergency shelters (which comprises the majority of the shelters in the CoC) are expected to comply with the requirement that families may not be separated or denied services based on family composition or marital status, the age/gender of children, or the age/gender of the head of household.

In the coming year the CoC will be providing additional training on the Equal Access rule to ensure all providers are compliant.

In the coming year all PSH providers will be required to remove specific disabilities from their eligibility criteria.

In the coming year the CoC will be developing and implementing a CoC-wide anti-discrimination policy, and providers will be monitored for adherence to that policy.

Consumers who are served by CoC funded agencies are given the opportunity to submit a grievance if they feel an agency they are receiving services from have discriminated against them based on their age, sex, gender, LGBT status, marital status or disability.

**3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.**

Human trafficking and other forms of exploitation?	Yes
LGBT 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

**3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.**

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<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	<input checked="" type="checkbox"/>

**3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the**

**measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts. (limit 1500 characters)**

1. The CoC Youth Committee applied for the Homelessness Demonstration Program and a new CoC-RRH project.
2. Point Source, a partner in this work, will evaluate strategies implemented to help us continually improve our methods and inform documentation of our models and best-practices. Research and evidence is necessary to achieve an increase in resources for preventing and ending youth homelessness. Providers are also planning on piloting the use of the Youth-SPDAT to inform our efforts and provide additional data on youth needs.
3. Based on research, Point Source will work with the Youth Subcommittee to determine the most appropriate measure for determining effectiveness of our strategies.
4. Point Source will help us to perform our research in collaboration with a team of leading academics and consultants.

**3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)**

1. The CoC has a Detroit Public Schools (DPS) liaison on the CoC Board. The liaison works with both the CoC & ESG recipients. The liaison helps to identify homeless youth and collaborates with coordinated entry & homeless youth providers to connect youth and families to homeless resources.
2. The liaisons and DPS share info about educational and housing resources at CoC meetings.
3. The Education Liaison (EL) position was created to ensure that service providers and school staff are connected and informed of available resources. Housed at Wayne Metro, the 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 and other related items. The EL also works with a diversion program to prevent homelessness of families within DPS.

**3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No

Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	No	No
Healthy Start	Yes	No
Public Pre-K	Yes	No
Birth to 3	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 1000 characters)**

1. Identify: Homeless veterans are identified via street outreach, upon entry to an ES or TH, when accessing the CE, and/or when accessing the VA. At all these points, s/he is asked if they have ever served in the military or received services from the VA. The response is recorded in HMIS and the Vet is connected to the VA for full assessment. Homeless Vets are added to the By-Name List (BNL).
2. Assess: All Vets on the BNL are assigned to a case manager. The case manager assesses the Vet's eligibility for SSVF and other housing resources. VA staff assesses veterans for VA housing resources.
3. Refer: Vets eligible for VA services are referred to VASH based on priority status on the BNL. Vets not eligible for VASH needing PSH are referred to the CE process for PSH. Other housing options include RRH, SSVF, and HCV. Once a referral is made, the case manager at the receiving agency works with the Vet to ensure his/her successful placement into housing.

**3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?** Yes

**3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?** Yes

**3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing** Yes

**using a Housing First approach?**

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.**

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	No	No
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

**4A-1a. Mainstream Benefits**

**CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)**

1. It is a requirement for new and renewal CoC Project Applicants that they display the ability to connect their clients to mainstream resources. The CoC promotes the relationship and connection between mainstream service providers and the agencies who then deliver the services to their clients. These connections are made by way of resource/employment fairs, a yearly Project Homeless Connect event, agency generated resource guides, and 1:1 guidance during case management.
2. The CoC shares information regarding mainstream resources via our listserv, and welcomes agencies to present the resources they can provide at our General Membership Meetings.
3. The CoC Lead Agency is generally responsible for these strategies.

**4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?**

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	50.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	50.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

**4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	50.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	50.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

**4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)**

1. Although outreach is targeted in areas with the greatest expressed needs, outreach services are available in 100% of the CoC's geographic area.
2. Street outreach is conducted daily. Unsheltered individuals who are on the Detroit CoC's chronic by name list are targeted, while others who engage with outreach workers are added to the By-Name-List.
3. The Detroit CoC identifies and engages client where they are. PATH teams and other outreach workers are trained on trauma informed care with an understanding of co-occurring conditions (such as mental illness and substance abuse disorders) that may make a client resistant to engage in services. It is rare that the teams encounter persons who cannot communicate in spoken English, but if this occurs, the teams will access translator services or bilingual staff.

**4A-5. Affirmative Outreach**  
**Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or**



**disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)**

1. CoC and ESG programs are expected to comply with Fair Housing requirements. Persons seeking housing/services from CoC or ESG programs are served to the extent that the person meets HUD's eligibility requirements for the program. Street outreach providers are making progress on identifying and engaging with the chronically homeless population, who may otherwise be unlikely to seek housing/services. The CoC board also made a decision requiring PSH not be limited to persons with a specific disability, which will provide additional housing opportunities for more populations.
  
2. It is not common for CoC agencies to encounter persons who have limited English proficiency (LEP). If a person with LEP contacts the CE system, the staff will either access a translator service or use bilingual staff to serve the client. Provider agencies have experience working with persons with disabilities and have developed skills necessary to communicate with persons with disabilities.

**4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.**

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	530	633	103

**4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3).** No

## 4B. 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 ...	09/20/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	MI-501_CoC Applic...	09/25/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	MI-501_FY2017 Pro...	09/20/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	MI-501_Evidence o...	09/20/2017
05. CoCs Process for Reallocating	Yes	MI-501_Process fo...	09/20/2017
06. CoC's Governance Charter	Yes	MI-501_CoC Govern...	08/16/2017
07. HMIS Policy and Procedures Manual	Yes	MI-501_HMIS Polic...	08/16/2017
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_PHAs Plan ...	09/21/2017
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_FY2017 CoC...	08/16/2017
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** MI-501\_Notice to Rejected Applicants\_FY2017

## **Attachment Details**

**Document Description:** MI-501\_CoC Application and Project Listing  
Posting Evidence\_FY2017

## **Attachment Details**

**Document Description:** MI-501\_FY2017 Project Review and Rating  
Procedures

## **Attachment Details**

**Document Description:** MI-501\_Evidence of Rating and Review  
Posting\_FY17

## **Attachment Details**

**Document Description:** MI-501\_Process for Reallocating\_FY17

## **Attachment Details**

**Document Description:** MI-501\_CoC Governance Charter

## **Attachment Details**

**Document Description:** MI-501\_HMIS Policies & Procedures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MI-501\_PHAs Plan and Policies\_FY17

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MI-501\_FY2017 CoC Competition Report

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
<b>1A. Identification</b>	08/23/2017
<b>1B. Engagement</b>	09/27/2017
<b>1C. Coordination</b>	09/27/2017
<b>1D. Discharge Planning</b>	09/14/2017
<b>1E. Project Review</b>	09/22/2017
<b>2A. HMIS Implementation</b>	09/14/2017
<b>2B. PIT Count</b>	09/14/2017
<b>2C. Sheltered Data - Methods</b>	09/14/2017
<b>3A. System Performance</b>	09/14/2017
<b>3B. Performance and Strategic Planning</b>	09/27/2017
<b>4A. Mainstream Benefits and Additional Policies</b>	09/27/2017
<b>4B. Attachments</b>	09/25/2017

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**Submission Summary**

No Input Required



3701 Miracles Blvd., Suite 101, Detroit, MI 48201 phone (313) 964-3666 fax (313) 221-8383 [www.handetroit.org](http://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 20, 2017  
**Re:** Notice to Rejected/Reduced Applicants in FY2017 CoC competition

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## **Renewal Projects**

*Rejected Application:* In the FY2017 CoC competition, the CoC board made the decision to not submit for renewal one of the CoC's renewal Transitional Housing (TH) projects. This was a strategic decision made by the CoC board of directors, as the project was determined to not be serving a priority population and was not cost effective. The applicant appealed this decision, which was reviewed by the CoC board. The applicant was informed of the CoC board's final decision to reallocate this project on June 16, 2017. Consequently, this project was never submitted in eSNAPS.

*Reduced Application:* The CoC board made the decision to reduce a renewal RRH project application due to project under-performance. The applicant was informed of this decision on September 1, 2017.

All of the remaining renewal projects in the CoC that were submitted to the CoC for renewal funding in FY2017 were accepted for ranking.

## **New Projects**

The CoC held an open competition for new project funding. Of the 14 applications submitted for this funding, six were accepted for submission. The eight that were not selected for funding were informed of this decision on September 1, 2017.

## **Evidence of Notification**

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

- June 16, 2017 letter to Travelers Aid informing of project rejection
- September 1, 2017 letter to NSO informing of project reduction
- Public posting of the FY2017 Project Ranking List
- September 1, 2017 notification letters sent to denied new project applicants



June 16, 2017

Roslyn Baughman  
Travelers Aid Society of Metropolitan Detroit  
65 Cadillac Square, Suite 3000  
Detroit, MI 48226

**Re: Decision of Detroit Continuum of Care Board to in response to TASMD SHOP I reallocation appeal**

Dear Ms. Baughman;

The Detroit CoC board has received and reviewed Travelers Aid of Metropolitan Detroit's appeal in response to the board's decision to reallocate the SHOP I Transitional Housing project. I regret to inform you that the board has voted to deny the appeal and to uphold their previous decision to reallocate the SHOP I project. Therefore, the CoC will not be submitting this project for renewal funding in the FY2017 CoC competition. This is the final decision of the CoC board.

The CoC board arrived at this final decision after reviewing the appeal submitted on June 12. The CoC board is upholding its prior decision to reallocate the project based on:

- HUD's previously stated priorities regarding Transitional Housing.
- A lack of compelling additional information in the appeal to substantiate submitting the project for renewal funding.

As noted in earlier communication, historically HUD has allowed agencies to submit a "Solo Application" if the agency's project was rejected for funding by the CoC and if the agency feels it was denied the opportunity to participate in the CoC planning process. It is not yet known if the Solo Application opportunity will be available again in this year's competition. Details will be given in the FY2017 CoC Notice of Funding Availability (NOFA) when it is released.

This was a difficult decision for the CoC Board to make. The funds from this project will be used to fund new housing project(s) or new project(s) for Coordinated Entry. As mentioned previously, Travelers Aid is welcome to apply for this new project funding as given in the new project Request for Proposals (RFP) and project applications that were provided to Travelers Aid on June 9, 2017.

Lastly, HAND staff will also be in contact with your agency in the coming weeks to discuss possible next steps with this project.

If you have any questions on any of the above, you may contact me at [wweldwallis@nso-mi.org](mailto:wweldwallis@nso-mi.org) or Tasha Gray at [tasha@handetroit.org](mailto:tasha@handetroit.org).

Thank you,

  
William Weld-Wallis  
Detroit CoC Board Vice Chairperson

Cc: Tasha Gray, Homeless Action Network of Detroit

## **Amanda Sternberg**

---

**From:** Amanda Sternberg  
**Sent:** Friday, September 1, 2017 3:42 PM  
**To:** 'Sheilah Clay (spclay@nso-mi.org)'  
**Cc:** 'Bill Weld-Wallis (wweldwallis@nso-mi.org)'; 'Meghan Takashima (takashimam@detroitmi.gov)'; Tasha Gray  
**Subject:** CoC Board Decision regarding NSO RRH Project Reallocation  
**Attachments:** NSO\_RRH Reallocation.pdf  
  
**Importance:** High

Hello,

Please see the attached letter on the CoC's board decision regarding the reallocation of NSO's Rapid Rehousing program.

Thank-you.

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

September 1, 2017

Sheilah Clay  
Neighborhood Service Organization  
882 Oakman Blvd, Suite C  
Detroit, MI 48238

**Re: Reallocation of NSO's Rapid Rehousing (RRH) project**

Dear Ms. Clay,

I am writing to follow up on the August 8, 2017 letter NSO received regarding a possible reduction in NSO's Rapid Rehousing (RRH) Project. You will recall from that letter, as a result of the appeals process, the CoC board delaying making a final decision regarding any reallocation in NSO's RRH project until the completion of the new project review process. This review process has now been completed, with the resulting decision that NSO's RRH project budget will be reduced down to \$295,728. The funds being reallocated from this project (totaling \$261,517) will be used to fund a new project.

**Next Steps:**

1. NSO has submitted this project in eSNAPS as directed. HAND staff will send the project back to NSO in eSNAPS so that the project budget and numbers to be served can be changed. HAND staff has prepared a possible budget for NSO to use that reflects this budget reduction.
2. The project conditions described in the August 8 letter remain in place. HAND staff will follow up with NSO by September 8 to discuss next steps for technical assistance for this project. Additional timelines or next steps may be provided at that time.

The decision to reduce this project budget was not made lightly. NSO is a valued partner in the Continuum of Care, and we are hopeful that by working together NSO, and its programs, will be strengthened.

Please note that like any other HUD CoC-funded project, final granting of funding for this project is a decision made by HUD. If you have any questions on any of the above, you may contact me at 313-224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Thank you,



Meghan Takashima  
Detroit Continuum of Care Board Chair

Cc:  
Bill Weld-Wallis, NSO  
Tasha Gray, Homeless Action Network of Detroit

## Amanda Sternberg

---

**From:** Amanda Sternberg  
**Sent:** Wednesday, September 6, 2017 5:19 PM  
**To:** 'Bill Weld-Wallis (wweldwallis@nso-mi.org)'; 'Sheilah Clay (spclay@nso-mi.org)'  
**Subject:** NSO Renewal Projects in eSNAPS: Amendments Needed  
**Attachments:** FY2017 RENEWAL E-snaps Review Sheet\_NS0\_Bell Housing.docx; FY2017 RENEWAL E-snaps Review Sheet\_NS0\_RRH.docx; FY2017 RENEWAL E-snaps Review Sheet\_NS0\_SHP Leasing.docx; NSO RRH Budget Reductions\_CORRECTED.pdf

**Importance:** High

Hello,

I have reviewed three of NSO's renewal projects that have been submitted in eSNAPS. For each of these three, there are a few items that require editing. Please review this email and the attachments closely. Please edit and re-submit these projects by **September 19**.

Each project has its own review sheet noting the specific question(s) in eSNAPS where a correction is needed. You only need to focus on those parts of the application where it is noted a correction is needed.

- SHP Leasing: One minor correction needed
- Bell Supportive Housing: Two minor corrections needed
- RRH: Because the CoC board did make the decision to reduce this project's budget, there are several areas that need amending, namely the budget and the proposed number of persons to be served. The attached PDF provides the revised budget that HAND is recommending. This budget was developed to keep as close to the same ratio of rental assistance to services as in the original budget.

Please note that the correct budget amount for the RRH project is **\$285,118**. This is less than what NSO was informed of via letter on September 1, which stated the project would be reduced to \$295,728. That was an error on my (Amanda's) part, and I apologize for any confusion this may have caused.

Your project applications have been sent back to you via eSNAPS, and you should be able to access them to edit them. Again, please make these edits and re-submit by **September 19**.

Lastly, regarding the Shelter + Care projects being transferred to NSO from the State: I am still awaiting an update from HUD on these projects. My assumption is that NSO (and not the State) will also need to be the entity to submit these in eSNAPS. I hope to have more information by the end of this week. I would ask that NSO be prepared for a quick turn-around between September 11 to September 20 to submit these renewals. If there is anything I can do now to help with this (such as providing you with last year's application submitted by the State, so you know what to expect) please let me know.

I am assuming that Tia Cobb may be the person making these edits in Esnaps. I did not include her on this message because she was not included on the message from September 1 regarding the RRH budget reductions, and therefore did not want to inadvertently inform her of something that should come from Bill or Sheilah.

If you have any questions about editing these projects, or about the RRH budget reduction, please let me know.

Thank-you.

**Amanda Sternberg, LMSW**

Performance Management Analyst

Homeless Action Network of Detroit

3701 Miracles Blvd, Suite 101

Detroit, MI 48201

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

[amanda@handetroit.org](mailto:amanda@handetroit.org)

## Evidence of public posting of FY2017 Project Priority Ranking List. Posted 9/13/2017.

Funding — Homeless Ac X  
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

COC COMMITTEES

FUNDING

REPORTS

MEMBERSHIP MEETINGS

DOCUMENTS

COC PERMANENT SUPPORTIVE HOUSING

TRAININGS

### FY2017 HUD CoC Application Materials

**FY2017 Detroit CoC Project Ranking list (posted 9/13/2017)**

Note the following due dates:

- Renewal project applications are due by 3:00 PM on **June 26, 2017**
- New project applications are due by 3:00 PM on **Friday, July 28, 2017** (note, this is a change from the original due date of July 10 and the first revised due date of July 24. Due to the delay in the release of the FY2017 NOFA, the due date for new project applications has been changed to two weeks after the NOFA release, which was July 14, to July 28, at 3:00 PM)
- Expansion grant opportunity for currently funded PSH or RRH providers (posted 8/11/2017)
  - Application Form (Word)
- FY2017 Renewal Application Policies & Procedures (posted 6/8/2017)
  - FY2017 Renewal Application in Word format (posted 6/8/2017)
- FY2017 New Project Request for Proposals (posted 6/8/2017)
  - Project Application: New Permanent Supportive Housing: Project-Based (posted 6/8/2017)
  - Project Application: New Permanent Supportive Housing: Scattered-Site (posted 6/8/2017)
  - Project Application: New Permanent Supportive Housing (posted 6/8/2017)

2:33 PM 9/13/2017

## Email to applicant agencies informing them of final project ranking list. Email sent 9/13/2017.

FY2017 Detroit CoC Project Ranking List - Message (HTML)

File Message Help Tell me what you want to do

Wed 9/13/2017 2:42 PM  
Amanda Sternberg  
FY2017 Detroit CoC Project Ranking List

To: 'ccumcac@aol.com'; 'tlinzner@casscommunity.org'; 'egeorge@casscommunity.org'; 'ldhodolin@casscommunity.org'; 'dyefarginson@aol.com'; 'cjackson@csswayne.org'; 'sjohnson@csswayne.org'; 'slockhart@csswayne.org'; 'vponders@csswayne.org'; 'hwarshay@chsinc.org'; 'js1@chsinc.org'; 'dworley@cotstdetroit.org'; 'sjohnson@cotstdetroit.org'; 'cjohnson@cotstdetroit.org'; 'fpicirilli@cotstdetroit.org'; 'hwarren@dccmh.org'; 'flepper@dccmh.org'; 'csmith@dccmh.org'; 'amoore@drmm.org'; 'tjstingl@ameritech.net'; 'bwillis@drmm.org'; 'bmuhammad@dwma.com'; 'jhenderson@dwma.com'; 'jdavis2@dwma.com'; 'etwitty@dwma.com'; 'anitaj@liscsares.com'; 'ccarrillo@dwma.com'; 'lmccain@develctr.org'; 'tlesman@develctr.org'; 'hwade@develctr.org'; 'tmccall@develctr.org'; 'ddrennan@freedomhousedetroit.org'; 'trogers@freedomhousedetroit.org'; Tasha Gray; 'dave.sampson@marinersinn.org';

You forwarded this message on 9/13/2017 2:59 PM.

FY2017 Detroit CoC Project Ranking List.pdf 1 MB  
FY2017 Ranking Policies\_FINAL.pdf 537 KB

Hello,

Attached please find the final project ranking for the FY2017 Detroit CoC competition. This communication serves as notice that all projects on the attached list have been accepted for submission with the Detroit CoC's FY2017 Continuum of Care Application. This document has also been posted on the Collaborative Applicant (HAND's) website, and may be accessed [here](#). The FY2017 ranking policies are also attached for your reference.

Please contact me if you have any questions. Thank-you.

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

10:56 AM 9/20/2017



# Final FY2017 Detroit Continuum of Care Project Priority Ranking List

September 13, 2017

## **Notification of Acceptance of Project for Submission to HUD**

This document serves as notice that all renewal and new projects listed on the accompanying project priority listing have been accepted by the CoC for submission to HUD as a part of the FY2017 Continuum of Care application. Projects listed will be submitted in rank order as given in the accompanying list. This document was made available on the website of the Collaborative Applicant, the Homeless Action Network of Detroit (HAND) on September 13, 2017, and may be accessed [here](#). This list was also distributed via email to all project applicants.

## **Reallocation**

On June 5, 2017, the CoC Board made the decision to fully reallocate one renewal project prior to the release of the FY2017 CoC NOFA. The agency was informed of this decision on June 6, 2017 and appealed the decision. The CoC board reviewed that appeal and made a final decision to reallocate this project in full. The agency was informed of this final decision on June 16, 2017.

Following the submission, review, and appeals of renewal applications as described below, a second renewal project was recommended to be reallocated in part. The CoC Board made the final decision to reallocate this project in part on August 31, 2017. The agency was informed of this on September 1, 2017.

## **Project Ranking Policies**

The Detroit CoC Board approved the project ranking policies on June 5, 2017 prior to the release of the FY2017 CoC Program Notice of Funding Availability (NOFA). These policies may be accessed via HAND's website [here](#). The policies were approved with the following language (in italics). Also given are the recommendations made, and action taken, in response to this policy language:

### ***Final Ranking List Review and Recommendation***

*Following the submission, review, and scoring of all renewal and new project applications.... Values & Funding Priority Committee may recommend to the CoC board that a project(s) that would have been in Tier 2 because of the ranking policies instead be placed into Tier 1. If the Committee chooses to move a Tier 2 project up to Tier 1, it will need to provide rationale for the recommendation. The Committee will present its final recommended project ranking list to the CoC board in accordance with the timeframe required by HUD. The CoC board will make the final decision on the project ranking list.*

### **Values & Funding Priorities Committee Recommendation**

Following a review of the ranked projects, the Values & Funding Priorities Committee did not recommend that any project placed into Tier 2 instead be placed into Tier 1.

### ***Placement of Permanent Housing Bonus Project(s)***

*Following the submission, review, and scoring of all renewal and new project applications...the Values & Funding Priorities may recommend to the CoC Board that some or all of the new Permanent Housing Bonus project(s) that would have been placed in Tier 1 (ranking policy #3) instead be placed into Tier 2. If the Committee chooses to recommend this action, it will need to provide rationale for the recommendation. The Committee will present this recommendation to the CoC Board. The CoC Board will make the final decision.*

### **Values & Funding Priorities Committee Recommendation and Board Decision**

Following a review of the ranked projects, the Values & Funding Priorities Committee recommended to the CoC board that the four (4) Permanent Housing Bonus (PHB) projects that would have otherwise been placed in Tier

1 instead be placed into Tier 2, ahead of the Supportive Services Only (SSO) projects. The rationale for this recommendation is:

1) Data from the Coordinated Entry system demonstrates a need in the CoC for emergency, temporary housing for homeless single women and women with children; this is a population targeted by several of the remaining Transitional Housing (TH) projects. Placing the PHB projects into Tier 2 results in these remaining TH to be placed almost completely in Tier 1, thereby giving them a greater likelihood of being selected by HUD for funding. With this decision, the CoC board is also requiring that all CoC funded TH projects fully participate in the Coordinated Entry (CAM) process, which includes, but is not necessarily limited to, only filling beds/units via the CAM process, reporting outcomes, and complying with any HMIS requirements for CAM. This will help to ensure that this resource is utilized to the maximum extent possible.

2) Placing the PHB projects in Tier 2 ahead of the SSO projects gives the CoC a greater likelihood of having new housing projects selected by HUD for funding.

### **Acceptance of Projects for Ranking**

#### **Renewal Projects**

Renewal project applications were due to the Collaborative Applicant on June 26, 2017. The renewal projects were reviewed and scored according to established scoring criteria. Following receipt of renewal project scores, projects could submit an appeal in accordance with the [appeals policies](#). Renewal projects were ranked following the completion of the appeals process.

#### **New Projects**

A competitive application process was held for new project funding. New project applications were due to the Collaborative Applicant on July 28, 2017. Eight applications were received in response to the Request for Proposals (RFP). Following the new project review process, the Detroit CoC Board approved five new project applications to be ranked and submitted for funding. Applicants were notified via email on September 1, 2017 if their new project application was selected for submission to HUD.

#### **Expansion Projects**

The CoC had a small amount of funding available for new expansion grants. A competitive application process was held for these funds. Currently funded CoC agencies interested in expanding their projects were required to apply to the Collaborative Applicant by August 25, 2017; six applications were received. Due to the limited amount of funding available for expansion grants, following the review and scoring of these applications, only one was able to be recommended for funding. The CoC board approved this recommendation. Agencies that applies for expansion funding were notified on September 1, 2017 if their application was selected for submission to HUD.

### **Tier 1/Tier 2 Funding Available**

In FY2017, the Detroit CoC has the following amount of funding available in Tier 1 and Tier 2 for projects:

Annual Renewal Demand (ARD)*	\$ 24,259,575
Tier 1 (94% ARD)	<b>\$ 22,804,001</b>
Tier 2 (sum of two numbers below)	<b>\$ 2,911,150</b>
6% ARD	\$ 1,455,575
Total amount available for Permanent Housing Bonus	\$ 1,455,575
Total Amount of Project Funding That May Be Requested (exclusive of CoC Planning grant)	<b>\$ 25,715,150</b>

\*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 FY2017 CoC NOFA.



**FY2017 Detroit Continuum of Care Project Ranking List**

Rank	Applicant Name	Project Name	Project Type	Total Request	cumulative total	Overall % earned on application	Tie-breaker: 2A	Tie-breaker: 2B	% CH served in 2016 (PSH only)
<b>TIER 1 PROJECTS</b>									
<b>RANKING POLICY #1: CoC Renewal Infrastructure</b>									
1	Homeless Action Network of Detroit	HMIS	HMIS	\$194,078	\$194,078	85%			
2	Homeless Action Network of Detroit	Expansion HMIS	HMIS	\$96,155	\$290,233	70%			
3	Community & Home Supports	Coordinated Assessment & Navigation Project	CE-SSO	\$693,486	\$983,719	100%			
4	Southwest Counseling Solutions	Coordinated Assessment Project	CE-SSO	\$200,000	\$1,183,719	96%			
<b>RANKING POLICY #2: New Projects Created via Reallocation</b>									
5	Alternatives for Girls	Detroit Youth Collaborative RRH	RRH	\$261,517	\$1,445,236				
6	Southwest Counseling Solutions	CE Collaborative SSO	CE-SSO	\$237,686	\$1,682,922				
<b>RANKING POLICY #3: New Projects Created with Permanent Housing Bonus</b>									
	Policy Revision: Permanent Housing Bonus Projects Ranked in Tier 2								
<b>RANKING POLICY #4: First Time Renewal Projects</b>									
7	Community & Home Supports, Inc.	Permanent Community Home Support <sup>1</sup>	PSH	\$504,620	\$2,187,542	100%			
8	Detroit Central City CMH	Leasing Project FY2017	PSH	\$604,823	\$2,792,365	92%			
9	Neighborhood Legal Services Michigan	Project Hope	PSH	\$521,703	\$3,314,068	89%			
10	Neighborhood Legal Services Michigan	Project Hope II - PSH	PSH	\$713,343	\$4,027,411	81%			
11	Neighborhood Legal Services Michigan	NLSM CARES	RRH	\$839,838	\$4,867,249	85%			
12	Southwest Counseling Solutions	CE SSO <sup>2</sup>	CE-SSO	\$321,655	\$5,188,904	N/A			
13	Southwest Counseling Solutions	CAM SSO <sup>3</sup>	CE-SSO	\$200,000	\$5,388,904	N/A			
<b>RANKING POLICY #5: Renewal PSH Served 50%+ Chronically Homeless in 2016</b>									
14	Cass Community Social Services, Inc.	Webb Street Permanent Supportive Housing	PSH	\$207,222	\$5,596,126	100%			69%
15	Southwest Counseling Solutions, Inc.	Housing Recovery Program	PSH	\$498,139	\$6,094,265	93%			100%
16	Southwest Counseling Solutions	Southwest Samaritan S+C III	PSH	\$395,945	\$6,490,210	88%			70%
17	Detroit Wayne Mental Health Authority	S+C Southwest Solutions Matrix	PSH	\$42,281	\$6,532,491	86%			60%
18	Southwest Counseling Solutions	Intensive Case Management CH CAM	PSH	\$370,694	\$6,903,185	81%	100%		100%
19	Southwest Counseling Solutions	Southwest Chronically Homeless II S+C	PSH	\$490,464	\$7,393,649	81%	95%		72%
20	Neighborhood Service Organization	NSO/COTS Chronic Renewal	PSH	\$99,468	\$7,493,117	75%			57%

**FY2017 Detroit Continuum of Care Project Ranking List**

Rank	Applicant Name	Project Name	Project Type	Total Request	cumulative total	Overall % earned on application	Tie-breaker: 2A	Tie-breaker: 2B	% CH served in 2016 (PSH only)
<b>RANKING POLICY #6: PSH Projects Serving &lt;50% Chronically Homeless in 2016 and RRH</b>									
21	Cass Community Social Services, Inc.	Scott Permanent Supportive Housing	PSH	\$198,008	\$7,691,125	100%	100%		9%
22	Detroit Rescue Mission Ministries	Cornerstone	PSH	\$466,048	\$8,157,173	99%			44%
23	Cass Community Social Services, Inc.	Cass Apartments Permanent Supportive Housing	PSH	\$329,328	\$8,486,501	98%			22%
24	Coalition On Temporary Shelter	Buersmeyer Manor 2017	PSH	\$141,686	\$8,628,187	97%	100%		10%
25	MI Dept of Health and Human Services	Development Centers and others Renewal	PSH	\$2,399,976	\$11,028,163	97%	98%		23%
26	Southwest Counseling Solutions, Inc.	CAM Rapid ReHousing	RRH	\$364,695	\$11,392,858	97%	N/A		
27	Detroit Wayne Mental Health Authority	Shelter Plus Care-Detroit Central City	PSH	\$317,635	\$11,710,493	96%			14%
28	Travelers Aid Society of Metropolitan Detroit	BEIT	PSH	\$925,290	\$12,635,783	94%	98%		3%
29	Travelers Aid Society of Metropolitan Detroit	Infinity	PSH	\$1,001,000	\$13,636,783	94%	97%		2%
30	Neighborhood Legal Services Michigan	Project Permanency One	RRH	\$890,659	\$14,527,442	93%	98%		
31	Detroit Central City CMH, Inc.	FY2017 CoC PSH Program	PSH	\$1,076,080	\$15,603,522	93%	97%		33%
32	Coalition On Temporary Shelter	Pathways to Housing	PSH	\$732,783	\$16,336,305	92%	100%	92%	21%
33	Detroit Rescue Mission Ministries	My Own Place	PSH	\$235,772	\$16,572,077	92%	100%	85%	11%
34	Detroit Wayne Mental Health Authority	S+C Southwest -0110 (SW Housing Partners S+C)	PSH	\$235,744	\$16,807,821	91%			26%
35	Detroit Rescue Mission Ministries	Maranatha	PSH	\$425,846	\$17,233,667	87%			16%
36	Detroit Wayne Mental Health Authority	Supportive Housing Program - DCI/COTS Omega	PSH	\$481,412	\$17,715,079	85%	95%		27%
37	Southwest Housing Solutions	Wilshire Apartments	PSH	\$136,752	\$17,851,831	85%	94%		13%
38	Mariners Inn	Mariners Inn Permanent Housing	PSH	\$248,628	\$18,100,459	81%			10%
39	Southwest Counseling Solutions	Southwest Springwells S+C	PSH	\$198,377	\$18,298,836	80%			30%
40	Detroit Rescue Mission Ministries	Douglass Project	PSH	\$561,332	\$18,860,168	79%			26%
41	Detroit Wayne Mental Health Authority	SHP Detroit Central City Permanent Housing	PSH	\$426,328	\$19,286,496	78%			8%
42	Neighborhood Service Organization	Bell Supportive Housing Project	PSH	\$520,401	\$19,806,897	70%			21%
43	Neighborhood Service Organization	Detroit FUSE	PSH	\$211,218	\$20,018,115	68%			30%
44	Neighborhood Service Organization	NSO RRH	RRH	\$285,118	\$20,303,233	56%			
45	Neighborhood Service Organization	Supportive Housing Program	PSH	\$340,012	\$20,643,245	19%			42%

**FY2017 Detroit Continuum of Care Project Ranking List**

Rank	Applicant Name	Project Name	Project Type	Total Request	cumulative total	Overall % earned on application	Tie-breaker: 2A	Tie-breaker: 2B	% CH served in 2016 (PSH only)
<b>RANKING POLICY #7: Transitional Housing Projects</b>									
46	Community Social Services of Wayne County	Teen Infant Parenting Services Program	TH	\$362,392	\$21,005,637	93%			
47	Detroit Rescue Mission Ministries	Genesis House II	TH	\$1,077,868	\$22,083,505	88%			
48	Freedom House Detroit	New Beginnings/New American:	TH	\$390,841	\$22,474,346	80%			
49	Detroit Rescue Mission Ministries	Genesis House I / Teen Moms: Tier 1 Amount <sup>4</sup>	TH	\$329,655	\$22,804,001	70%			
<b>Tier 1 Limit: \$22,804,001</b>									
<b>TIER 2 PROJECTS</b>									
49	Detroit Rescue Mission Ministries	Genesis House I / Teen Moms: Tier 2 Amount	TH	\$84,802	\$22,888,803	70%			
<b>REVISED RANKING POLICY New Projects Created with Permanent Housing Bonus<sup>5</sup></b>									
50	Community & Home Supports	Permanent Community Home Support II	PSH	\$555,364	\$23,444,167	88.6%			
51	Cass Community Social Services	Travis PSH	PSH	\$368,155	\$23,812,322	85.4%			
52	Neighborhood Legal Services Michigan	Project Permanency One Expansion	RRH	\$196,235	\$24,008,557	82.0%			
53	Detroit Rescue Mission Ministries	Compassion Village PSH	PSH	\$335,821	\$24,344,378	81.1%			
<b>RANKING POLICY #8: Supportive Services Only Projects</b>									
54	Community Social Services of Wayne County	Teen Empowerment Program	SSO	\$184,873	\$24,529,251	100%	97%		
55	Detroit Wayne Mental Health Authority	SHP Detroit Central City New Beginnings	SSO	\$130,248	\$24,659,499	100%	94%		
56	United Community Housing Coalition	Permanent Supportive Housing for the Homeless	SSO	\$580,310	\$25,239,809	98%	100%		
57	United Community Housing Coalition	Target Homes	SSO	\$475,341	<b>\$25,715,150</b>	98%	98%		

Notes

<sup>1</sup>Project is a second-time renewal, but being treated as a first-time renewal due to starting in late 2016

<sup>2</sup>Project is a first time renewal. Ranking policies did not specify placement of first-time renewal CE-SSO projects; project being ranked with other first-time renewals.

<sup>3</sup> Project is a second-time renewal, but being treated as a first-time renewal due to starting in late 2016

<sup>4</sup> Project #49 straddles the Tier 1/Tier 2 funding line. For purposes of illustrating the tier breakdown, it is listed in each tier with its respective tier amount. It will be submitted as one project. HUD may choose to fund only the Tier 1 amount, or both the Tier 1 and Tier 2 amounts.

<sup>5</sup> As allowed per the ranking policies, the CoC board made the decision to rank the new Permanetn Housing Bonus projecst in Tier 2, rather than in accordance with the initial policy. Details on this rationale are given in the accomapnying memo.

September 1, 2017

Cheryl Johnson  
Coalition on Temporary Shelter  
26 Peterboro  
Detroit, MI 48201

**Re: Application for Pathways PSH Expansion**

Dear Ms. Johnson

Thank-you for your application to the Detroit Continuum of Care (CoC) for an expansion of the Pathways Permanent Supportive Housing project. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding.

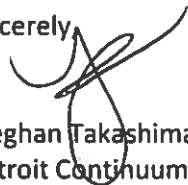
There was a limited amount of funding available for expansion projects, less than \$200,000, and the CoC was not able to fund all the expansion requests it received. HAND staff would be happy to provide more feedback to COTS on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- This renewal project was a good performing project.
- The reviewers noted audit findings.
- Overall, this application was strong.

The final listing of all new projects that will be submitted to HUD will posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

Cc: Sharyn Johnson, Coalition on Temporary Shelter

September 1, 2017

Cheryl Johnson  
Coalition on Temporary Shelter  
26 Peterboro  
Detroit, MI 48201

**Re: Application for Creating Opportunities to Succeed Domestic Violence Program (New TH-RRH Project)**

Dear Ms. Johnson

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new Transitional Housing-Rapid Rehousing project (Creating Opportunities to Succeed Domestic Violence Program. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding this year.

This project scored 98 out of a potential 125 points, for a score of 78.4%, and the Continuum unfortunately did not have enough funding to fund all the new project applications submitted this year. If requested, HAND staff would be happy to provide more feedback to COTS on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- The application demonstrated the agency's extensive experience serving the homeless and working with landlords.
- The proposed project did not align with HUD's vision for this new joint component TH-RRH project. HUD has described this new joint component as providing short-term crisis housing, and then moving people into RRH as quickly as possible. The project as described by COTS did not align with this.
- There were concerns that the way the budget was structured (20 units of leasing for Transitional Housing, 5 units of rental assistance for RRH) would become problematic if more people chose RRH than the Transitional Housing component.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

Cc: Sharyn Johnson, Coalition on Temporary Shelter

September 1, 2017

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

**Re: Application for Douglass PSH Expansion**

Dear Ms. Moore,

Thank-you for your application to the Detroit Continuum of Care (CoC) for an expansion of the Douglass Permanent Supportive Housing Program. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding this year.

There was a limited amount of funding available for expansion projects, less than \$200,000, and the CoC was not able to fund all the expansion requests it received. HAND staff would be happy to provide more feedback to DRMM on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- The Douglass renewal project's score could have been higher.
- The costs for elevator repair is more appropriately categorized as a rehabilitation line item, rather than an operations line item; the CoC did not allow projects to apply for rehabilitation line items.
- It was unclear how these dollars would have been absorbed into the projects' operation line once the elevator repair was completed.
- Priority was placed on funding projects that brought additional units of housing to the CoC.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

Cc: Barbara Willis, Detroit Rescue Mission Ministries

September 1, 2017

William Ward  
Southwest Counseling Solutions  
5716 Michigan Ave  
Detroit, MI 48210

**Re: Application for ICMCHCAM PSH Expansion**

Dear Mr. Ward;

Thank-you for your application to the Detroit Continuum of Care (CoC) for an expansion of the Intensive Case Management Chronically Homeless Coordinated Assessment Model (ICMCHCAM) Permanent Supportive Housing project. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding.

There was a limited amount of funding available for expansion projects, less than \$200,000, and the CoC was not able to fund all the expansion requests it received. HAND staff would be happy to provide more feedback to Southwest on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- This renewal project could have performed better.
- There were concerns about the agency's capacity to take on additional funding.
- Audit findings were noted.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

Cc: Jamie Ebaugh, Southwest Counseling Solutions

September 1, 2017

Roslyn Baughman  
Travelers Aid Society of Metro Detroit  
65 Cadillac Square, Suite 3000  
Detroit, MI 48226

**Re: Application for New Project Based Permanent Supportive Housing (Housing First)**

Dear Ms. Baughman,

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new project based Permanent Supportive Housing (PSH) project. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding this year.

This project scored 70.4 out of a potential 125 points, for a score of 56.3%. The CoC's Request for Proposals for new project funding stated that projects needed to score at least 70% in order to be considered for funding. If requested, HAND staff would be happy to provide more feedback to Travelers Aid on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- Some questions in the application were not fully answered.
- The ownership structure or long-term lease agreement with the property in question was not clear. The MOU provided (attached #3) was not signed.
- Few relevant project outcomes were given.
- Application referenced serving ineligible populations.
- Reviewers had concerns about the significant findings in a recent HUD and the findings in a recent financial audit.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair



September 1, 2017

Roslyn Baughman  
Travelers Aid Society of Metro Detroit  
65 Cadillac Square, Suite 3000  
Detroit, MI 48226

**Re: Application for New Scattered Site Permanent Supportive Housing (Housing First)**

Dear Ms. Baughman,

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new scattered site Permanent Supportive Housing (PSH) project. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding this year.

This project scored 72.4 out of a potential 125 points, for a score of 57.9%. The CoC's Request for Proposals for new project funding stated that projects needed to score at least 70% in order to be considered for funding. If requested, HAND staff would be happy to provide more feedback to Travelers Aid on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- Some questions in the application were not fully answered.
- Few relevant project outcomes were given.
- Application referenced serving ineligible populations.
- Reviewers had concerns about the significant findings in a recent HUD and the findings in a recent financial audit.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

September 1, 2017

Roslyn Baughman  
Travelers Aid Society of Metro Detroit  
65 Cadillac Square, Suite 3000  
Detroit, MI 48226

**Re: Application for BEIT Expansion**

Dear Ms. Baughman,

Thank-you for your application to the Detroit Continuum of Care (CoC) for an expansion of the BEIT Permanent Supportive Housing Program. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding.

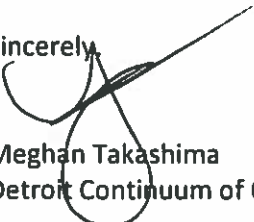
There was a limited amount of funding available for expansion projects, less than \$200,000, and the CoC was not able to fund all the expansion requests it received. HAND staff would be happy to provide more feedback to Travelers Aid on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- Reviewers had concerns about the agency's capacity to take on additional CoC funding.
- Reviewers had concerns about the significant findings in a recent HUD and the findings in a recent financial audit.
- Part IV, Question 1 (Project Schedule) was not clearly addressed.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

September 1, 2017

Roslyn Baughman  
Travelers Aid Society of Metro Detroit  
65 Cadillac Square, Suite 3000  
Detroit, MI 48226

**Re: Application for Infinity Expansion**

Dear Ms. Baughman,

Thank-you for your application to the Detroit Continuum of Care (CoC) for an expansion of the Infinity Permanent Supportive Housing Program. On behalf of the Detroit CoC, I regret to inform you that this project has not been selected for funding.

There was a limited amount of funding available for expansion projects, less than \$200,000, and the CoC was not able to fund all the expansion requests it received. HAND staff would be happy to provide more feedback to Travelers Aid on your application after the FY2017 CoC competition closes. Some specific comments from the review team include:

- Reviewers had concerns about the agency's capacity to take on additional CoC funding.
- Reviewers had concerns about the significant findings in a recent HUD and the findings in a recent financial audit.
- Part IV, Question 1 (Project Schedule) was not clearly addressed.

The final listing of all new projects that will be submitted to HUD will be posted to HAND's website by September 25, 2017.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions, you may reach me (313) 224-2546 or Amanda Sternberg at (313) 964-3666 x104 or [Amanda@handetroit.org](mailto:Amanda@handetroit.org).

Sincerely,



Meghan Takashima  
Detroit Continuum of Care Board Chair

**Evidence of public posting of CoC Application and Project Ranking (9/25/17)**


The screenshot shows a web browser window with the URL [www.handetroit.org/continuum-of-care-funding/](http://www.handetroit.org/continuum-of-care-funding/). The page features a blue header with the Hand Detroit logo and navigation links: WHO WE ARE, WHAT WE DO, RESOURCES, GET INVOLVED, CONTINUUM OF CARE, and a 'NEED HELP?' button. A left sidebar lists various categories including CONTINUUM OF CARE, ABOUT THE DETROIT COC, COC BOARD, COC COMMITTEES, FUNDING, REPORTS, MEMBERSHIP MEETINGS, DOCUMENTS, COC PERMANENT SUPPORTIVE HOUSING, and TRAININGS. The main content area is titled 'FY2017 HUD CoC Application Materials' and contains two red-circled links: 'FY2017 Detroit CoC Application (posted 9/25/2017)' and 'FY2017 Detroit CoC Project Ranking List (eSNAPS listing) (posted 9/25/2017)'. Below these is a link for 'FY2017 Detroit CoC Project Ranking list (posted 9/13/2017)'. A section titled 'Note the following due dates:' lists two bullet points regarding application deadlines for June 26, 2017, and Friday, July 28, 2017. A third bullet point mentions an expansion grant opportunity for PSH or RRH providers. The Windows taskbar at the bottom shows the system clock as 11:20 AM on 9/25/2017, which is also circled in red.

## Communication to CoC-funded agencies about CoC application posting(9/25/17)

FY2017 Detroit CoC Consolidated Application and Project Listing Posted - Message (HTML)

File Message Help Tell me what you want to do

Mon 9/25/2017 11:56 AM

 Amanda Sternberg

FY2017 Detroit CoC Consolidated Application and Project Listing Posted

To: 'ccumcac@aol.com'; 'tinzner@casscommunity.org'; 'egeorge@casscommunity.org'; 'khudolin@casscommunity.org'; 'diefarginson@aol.com'; 'tjackson@csswayne.org'; 'sjohnson@csswayne.org'; 'slockhart@csswayne.org'; 'vponders@csswayne.org'; 'hwarshay@chsinc.org'; 'js1@chsinc.org'; 'dworley@cotstdetroit.org'; 'sjohnson@cotstdetroit.org'; 'cjohnson@cotstdetroit.org'; 'fpicirilli@cotstdetroit.org'; 'hwarren@dcccmh.org'; 'rlepper@dcccmh.org'; 'camith@dcccmh.org'; 'amoore@drmm.org'; 'tjstingl@ameritech.net'; 'bwillis@drmm.org'; 'tmuhammad@dwmha.com'; 'jhenderson@dwmha.com'; 'jdavis2@dwmha.com'; 'ebwitty@dwmha.com'; 'anitaj@bscares.com'; 'ccarrillo@dwmha.com'; 'lmccain@develctrs.org'; 'diesman@develctrs.org'; 'hwade@develctrs.org'; 'tmccall@develctrs.org'; 'ddrennan@freedomhousedetroit.org'; 'trogers@freedomhousedetroit.org'; Tasha Gray; 'dave.sampson@marinersinn.org';

Cc: Amela Allen

Hello,

At the Detroit CoC meeting on 9/19/17, CoC members voted to approve the FY2017 Detroit CoC application. The application, and the final project listing, have been publicly posted on HAND's website, and may be accessed [here](#). 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 27, 2017. Please let me know if you have any questions. Thank-you.

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

Type here to search

11:56 AM 9/25/2017

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


FY2017 Detroit CoC Appl x

mailchi.mp/35ac4479797f/fy2017-detroit-coc-application-project-listing-posted

Subscribe Past Issues Translate RSS

**FY2017 Detroit CoC Application & Project Listing Posted**

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September 25, 2017

Hello,

At the Detroit CoC meeting on September 19, 2017, the FY2017 Detroit CoC application. The application, and the final project listing, have been publicly posted on HAND's website, and may be accessed [here](#). These materials are being publicly posted per the requirement that they be posted at least 2 days prior to the submission deadline.

Type here to search

12:09 PM 9/25/2017

# Campaigns

Create Campaign

Recent


Find a campaign by name, type, or list

Sort by Last updated

Ongoing

Draft

Completed

This Week (6)			
	<b>Public Posting of FY2017 CoC Application &amp; Project Listing</b>	Sent	
	Regular · HAND General Interest	9.7% Opens	2.8% Clicks
	Sent Mon, September 25th 11:55 AM to 362 recipients		

Create Folder

New Folder 0

Newsletter2016-7 4...

**Posting to Collaborative Applicant (HAND) Facebook page about CoC application & project ranking**

The screenshot shows a web browser window displaying the Facebook page for the Homeless Action Network of Detroit (HAND). The browser's address bar shows the URL <https://www.facebook.com/HANDetroit/>. The page header includes navigation links: Home, About, Reviews, Photos, Events, Videos, Join My List, Posts, and Community. A green button labeled "Create a Page" is visible below the navigation menu.

The main content area features a post from the Homeless Action Network of Detroit, dated September 22 at 6:59am. The post title is "FY2017 Detroit CoC Application & Project Listing Posted". The post content includes the HAND logo (a house with three figures inside) and the text: "FY2017 Detroit CoC Application & Project Listing Posted. Hello, At the Detroit CoC meeting on September 19, 2017, the FY2017 Detroit CoC application. The application, and the final project listing, have been... US12.CAMPAIGN-ARCHIVE2.COM". The post has 6 likes and 43 visits. A red circle highlights the "6 likes" count.

On the right side of the page, there is a "Send Message" button and a "People" section showing a 5-star rating with 864 likes and 43 visits. Below this, there are sections for "People Also Like" and "Pages liked by this Page". The "People Also Like" section lists: United Community Housing Coal... (Public Service), Greensboro Housing Coalition (Nonprofit Organization), and Kids-TALK Children's Advocacy ... (Social Service). The "Pages liked by this Page" section lists Michigan Coalition Against Hom... (MCAH).

The Windows taskbar at the bottom shows the system tray with the date and time "12:02 PM 9/25/2017" circled in red.





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

# Memo

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

**From:** Detroit CoC Collaborative Applicant, the Homeless Action Network of Detroit

**Date:** September 20, 2017

**Re:** CoC Rating and Review Procedures

---

The FY2017 CoC Rating and Review Procedures are documented in the accompanying documents:

1. FY2017 Renewal Project Application Policies & Scoring Criteria
2. FY2017 New Project Request for Proposals (RFP)
3. FY2017 Expansion Grant Application
4. FY2017 Project Ranking Policies
5. FY2016 Renewal Project Application Policies for Victim Service Provider

In FY2017 the Detroit CoC had no victim service provider applications that required review and ranking. The CoC did have such an application in FY2016, however, and per HUD's guidance (AAQ #101811), included here is the project review process used in FY2016 for the victim service provider project. Relevant portions are highlighted for easy identification.

These documents were posted on HAND's website as they were made public, throughout June to September 2017, as evidenced by the screen shots attached.

## Evidence of Public Posting of CoC Review and Rating Procedures

### Screen shot 1 of 2

The screenshot shows a web browser window displaying the website for Hand Detroit, the Homeless Action Network of Detroit. The browser's address bar shows the URL: <http://www.handetroit.org/continuum-of-care-fundir>. The website's navigation bar is blue and contains the following links: WHO WE ARE, WHAT WE DO, RESOURCES, GET INVOLVED, CONTINUUM OF CARE, and a 'NEED HELP?' button. The main content area is white and features a sidebar on the left with a list of menu items: CONTINUUM OF CARE, ABOUT THE DETROIT COC, COC BOARD, COC COMMITTEES, FUNDING (highlighted in blue), REPORTS, MEMBERSHIP MEETINGS, DOCUMENTS, COC PERMANENT SUPPORTIVE HOUSING, and TRAININGS. The main content area is titled 'FY2017 HUD CoC Application Materials' and contains the following information:

**FY2017 HUD CoC Application Materials**

[Draft FY2017 Detroit Continuum of Care Application](#) (posted 9/14/2017)

[FY2017 Detroit CoC Project Ranking list](#) (posted 9/13/2017)

Note the following due dates:

- Renewal project applications are due by 3:00 PM on **June 26, 2017**
- New project applications are due by 3:00 PM on **Friday, July 28, 2017** (note, this is a change from the original due date of July 10 and the first revised due date of July 24. Due to the delay in the release of the FY2017 NOFA, the due date for new project applications has been changed to two weeks after the NOFA release, which was July 14, to July 28, at 3:00 PM)
- [Expansion grant opportunity for currently funded PSH or RRH providers](#) (posted 8/11/2017)
  - [Application Form \(Word\)](#)
- [FY2017 Renewal Application Policies & Procedures](#) (posted 6/8/2017)
  - [FY2017 Renewal Application in Word format](#) (posted 6/8/2017)
- [FY2017 New Project Request for Proposals](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Project-Based](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Scattered-Site](#) (posted 6/8/2017)

The Windows taskbar at the bottom shows the search bar with the text 'Type here to search', the system tray with the date and time '1:50 PM 9/20/2017', and several application icons including Edge, Chrome, and Word.

## Evidence of Public Posting of CoC Review and Rating Procedures

### Screen shot 2 of 2

http://www.handetroit.org/continuum-of-care-fundir

Funding — Homeless Actio...

NOFA release, which was July 14, to July 28, at 3:00 PM)

COC PERMANENT  
SUPPORTIVE HOUSING  
TRAININGS

- [Expansion grant opportunity for currently funded PSH or RRH providers](#) (posted 8/11/2017)
  - [Application Form \(Word\)](#)
- [FY2017 Renewal Application Policies & Procedures](#) (posted 6/8/2017)
  - [FY2017 Renewal Application in Word format](#) (posted 6/8/2017)
- [FY2017 New Project Request for Proposals](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Project-Based](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Scattered-Site](#) (posted 6/8/2017)
  - [Project Application: New Rapid Rehousing](#) (posted 6/8/2017)
  - [Project Application: New Transitional Housing-Rapid Rehousing](#) (corrected version posted 7/20/2017)
  - [Project Application: New Coordinated Entry Supportive Services Only](#) (posted 6/8/2017)
- [FY2017 Renewal Project Self-Scoring Tools](#) (posted 6/12/2017)
  - [Permanent Supportive Housing \(PSH\)](#)
  - [Transitional Housing \(TH\)](#)
  - [Rapid Rehousing \(RRH\)](#)
  - [Non-Coordinated Entry Supportive Services Only \(Non CE-SSO\)](#)
  - [Coordinated Entry Supportive Services Only \(CE-SSO\)](#)

[FY2017 Project Ranking Policies](#) (posted 6/8/2017)

- [Values & Funding Priorities Taskforce Meeting Minutes](#) (posted 6/12/2017)
  - [March 9, 2017](#)
  - [March 23, 2017](#)

1:51 PM  
9/20/2017



## Detroit Continuum of Care FY2017 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 FY2017 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 FY2017 funding competition. Currently funded Continuum of Care (CoC) projects that are not being reallocated and that will expire during calendar year 2018 must request renewal funding in the FY2017 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](http://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 26, 2017.**

### 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](#).

## FY2016 Continuum of Care Competition Score

The Detroit CoC received the following score on the FY2016 CoC competition:

Scoring Category	Maximum Score Possible	Detroit CoC Score
Part 1: CoC Structure & Governance	51	49.75
Part 2: Data Collection & Quality	27	21
Part 3: CoC Performance & Strategic Planning	101	65.5
Part 4: Cross-Cutting Policies	21	14.5
<b>CoC Application Score</b>	<b>200</b>	<b>150.75</b>

### National Scores

Highest score: 187.75	Median Score: 154.5	Weighted Median Score: 160.7	Low Score: 79
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## FY2016 Continuum of Care Awards

On December 22, HUD announced awards for projects submitted in the FY2016 CoC competition. An additional communication came from HUD in March 2017 noting the funding of an additional renewal project that had initially not been selected by HUD for funding. See Appendix A for a complete list of the funded projects.

## FY2017 CoC Application Timeline

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

MARCH - APRIL	
<b>March - April</b>	Meetings of Values & Funding Priorities Committee ( <i>meeting minutes to be posted to HAND's website</i> )
<b>April 18</b>	CoC Registration submitted to HUD
<b>April 28</b>	Grants Inventory Worksheet (GIW) submitted to HUD
MAY	
<b>May 8</b>	Detroit CoC Board Meeting
<b>May 11</b>	Values & Funding Priorities Committee meeting
<b>May 16</b>	Notice of June 9 all-grantee meeting
JUNE	
<b>Early June</b>	Anticipated FY2017 NOFA release
<b>Early June</b>	Reconvening Values & Funding Priorities Committee as needed to revise policies per NOFA
<b>June 2</b>	Notice of June 9 all-grantee meeting
<b>June 5</b>	Detroit CoC Board Meeting
<b>June 8 (tentative)</b>	Release of application materials
<b>June 9 – 10:30 AM,</b> 16130 Northland Dr., Southfield, MI	<b>Mandatory HUD All-Grantee Meeting for FY2017 CoC competition.</b> Agenda will cover: <ol style="list-style-type: none"> <li>1. Renewal project application and evaluation process</li> <li>2. RFP for new project funding</li> </ol>
<b>June 26</b>	<b>Renewal project application materials due</b> to HAND by <b>3:00 PM</b>
<b>June 27 – July 12</b>	Renewal project review and scoring
JULY	
<b>July 10</b>	<b>New project applications due</b> to HAND by <b>3:00 PM</b>
<b>July 13</b>	Renewal project scores, notice of appeals process
<b>July 11 – 28</b>	New project review; recommendations developed
<b>July 23</b> (or 10 days after receipt of project score)	Appeals due
<b>July 24 – 28</b>	Appeals committee meet; developed recommendations
<b>July 31</b>	Recommendations to CoC Board: appeals recommendations, new project recommendations
<b>Mid-late July</b>	Renewal project applicants being entering applications in eSNAPS; entries reviewed and sent back for corrections as needed on rolling basis
AUGUST	
<b>August 7</b>	Detroit CoC Board meeting: makes decisions on appeals and new projects
<b>By August 11</b>	Agencies informed of results of CoC board decision for appeals and new projects
<b>Mid-August</b>	New project entry into eSNAPS
<b>August 16</b> (or 15 days prior to application submission deadline)	Initial project ranking list and project applicants notified if their project will be submitted as part of the CoC application
<b>August 16 – August 18</b>	Values & Funding Priorities Committee to review project ranking list and develop additional recommendations for CoC board as needed per ranking policies.
<b>August 21</b>	CoC board review of additional ranking recommendations from Values & Funding Priorities Committee
<b>August 25</b> (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)
<b>August 29</b> (or 2 days prior to due date)	CoC application (draft), project listing publicly posted
<b>August 31</b> (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 FY2017 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 2018 are eligible to submit their application to the Collaborative Applicant for renewal funding.

### Overview of Changes to Renewal Project Evaluation in FY2017

Changes made to the renewal project evaluation process for FY2017 include:

- 1) Modified evaluation component related to increasing client income for some project types.
- 2) New evaluation criteria for participation in CAM has been included.
- 3) New evaluation criteria for CoC Infrastructure projects.

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 FY2017 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 attend the **June 9, 2017** Detroit CoC grantee meeting, held at **10:30 AM** 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 FY2017 CoC funding competition. For the FY2017 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
- Coordinated Entry (CE) and CAM SSOs

Considering the unique role these projects play in the CoC, these projects will be evaluated for certain threshold criteria that may differ slightly from other renewal projects. These criteria for FY2017 are included in this document starting on page 17.

## Renewal Project Scoring

Except where otherwise indicated, renewal projects will be scored based upon the following components. The total number of points a project may earn will vary on the project type as given below. Details on these scoring components are given in the remainder of the document.

	PSH	RRH	TH	SSO (non-CE/CAM)	Comments
<b>Component #1: Income &amp; Employment</b>					
A) Leavers w/cash income	5	5	5	6	Same metrics as in FY16; point value changed for PSH, RRH, TH projects
B) Leavers w/non-cash benefits	5	5	5	6	
C) Leavers w/earned income	3	3	3	3	
D) Leavers & Stayers w/increase in total income	2	2	2	N/A	Modified metric from FY16
<b>Component Sub-Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	



	PSH	RRH	TH	SSO (non-CE/CAM)	Comments
<b>Component #2: Housing Performance</b>					
A) Project-specific	30	30	30	30	Same metrics as in FY16
B) Project-specific	10	10	10	10	
<b>Component Sub-Total</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	
<b>Component #3: Financial Performance</b>					
Amount expended	15	15	15	15	Same metric as in FY16
<b>Component Sub-Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	
<b>Component #4: HMIS</b>					
A) Agency Admin Mtg Attendance	3	3	3	3	Same metrics as in FY16
B) UDE Completion	6	6	6	6	
C) Known Exit Destinations	6	6	6	6	
D) 2017 HIC Submission	5	5	5	5	
<b>Component Sub-Total</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	
<b>Component #5: Consumer Participation</b>					
Consumer participation	5	5	5	5	Same metric as in FY16
<b>Component Sub-Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	
<b>Component #6: CoC Participation</b>					
A) CoC Meeting Attendance	3	3	3	3	Same metric as in FY16; point value increased slightly
B) 2017 PIT Participation	2	2	2	2	Same metric as in FY16
<b>Component Sub-Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	
<b>Component #7A: CAM Participation (CoC Funded Projects)</b>					
SSO					New metrics in FY17
1) Referrals to/from CAM	N/A	N/A	N/A	1	
TH					
1) Referrals to/from CAM	N/A	N/A	1	N/A	
RRH					
1) Client Entries	N/A	2	N/A	N/A	
PSH					
1) PSH Match Mtg Attendance	2	N/A	N/A	N/A	
2) Vacancy reporting	2	N/A	N/A	N/A	
3) New client entries	2	N/A	N/A	N/A	
<b>Component Sub-Total</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>1</b>	
<b>Component #7B: CAM Participation (other funder requirements)</b>					
Other funder requirements	2	2	2	2	Same metric as in FY16
<b>Component Sub-Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<b>TOTAL POINTS POSSIBLE*</b>	<b>108</b>	<b>104</b>	<b>103</b>	<b>103</b>	
*Assuming all component apply to all project types. Does not account for instances in which an individual component or sub-component is 'N/A' for a project.					

**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:

<b>Timely and Correct Renewal Project Application Submission</b>	<b>Points to be Deducted</b>
<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 <b>each</b> 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 29 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 31, 2017. Any agency that has an outstanding invoice as of July 31, 2017, 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: 1/1/2016– 12/31/2016; Data Source: CY APR

<b>Applies To: PSH, RRH, and TH</b>	
	<b>Scoring range and points possible</b>
<p>(A) <u>Leavers with Any Cash Income (5 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"> <li>• 60% - 100%: 5 points</li> <li>• 40% - 59%: 3 pts</li> <li>• Below 40%: 0 pts</li> </ul>
<p>(B) <u>Leavers with Any Non-Cash Benefits (5 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"> <li>• 80% - 100%: 5 pts</li> <li>• 60% - 79%: 3 pts</li> <li>• Below 60%: 0 pts</li> </ul>
<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"> <li>• 20% - 100%: 3 pts</li> <li>• 10% - 19%: 1 pts</li> <li>• Below 10%: 0 pts</li> </ul>
<p><u>(D) Increases in Total Cash Income (either earned or non-earned) for leavers &amp; stayers (2 pts)</u> Projects will be scored on the percentage of persons (leavers and stayers) who have an increase in any income (earned or other). Measure will be based on both those who exited the project and those who were still in the project as of 12/31/2016. Data will be pulled from the new APR question 19.a.3.</p>	<ul style="list-style-type: none"> <li>• 20% - 100%: 2 pts</li> <li>• 10% - 19%: 1pts</li> <li>• Below 9%: 0 pts</li> </ul>

<b>Applies To: SSO only</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 60% - 100%: 6 points</li> <li>• 40% - 59%: 4 pts</li> <li>• Below 40%: 0 pts</li> </ul>
<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</p>	<ul style="list-style-type: none"> <li>• 80% - 100%: 6 pts</li> <li>• 60% - 79%: 4 pts</li> <li>• Below 60%: 0 pts</li> </ul>

<b>Applies To: SSO only</b>	
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.	
(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.	<ul style="list-style-type: none"> <li>• 20% - 100%: 3 pts</li> <li>• 10% - 19%: 1pt</li> <li>• Below 10%: 0 pts</li> </ul>

**Component #2: Housing Performance**  
**Value = 40 points total**  
*Reporting period: 1/1/2016 – 12/31/2016; Data Source: CY APR*

<b>Permanent Supportive Housing (PSH) Projects</b>	
	<b>Scoring range and points possible</b>
(A) <u>Retention in Permanent Housing (30 pts)</u> Measure: Percentage of participants who either remain in the PSH project as of the end of the reporting period, or who have exited that project to another permanent housing destination.	<ul style="list-style-type: none"> <li>• 95% – 100%: 30 pts</li> <li>• 90% - 94%: 25 pts</li> <li>• 85% - 89%: 20 pts</li> <li>• 80% - 84%: 15 pts</li> <li>• 75% - 79%: 10 pts</li> <li>• Below 75%: 0 pts</li> </ul>
(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/27/16, 4/27/16, 7/27/16, 10/26/16  <i>Note: If, following the review of all PSH project occupancy scores, it becomes apparent that the CAM PSH matching process negatively impacted a PSH project’s occupancy rates, this scoring component may be revised.</i>	<ul style="list-style-type: none"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

<b>Transitional Housing (TH) Projects</b>	
	<b>Scoring range and points possible</b>
(A) <u>Exits to Permanent Housing (30 pts)</u> Measure: Percentage of participants who exit the program to a permanent housing destination.	<ul style="list-style-type: none"> <li>• 85% – 100%: 30 pts</li> <li>• 80% – 84%: 25 pts</li> <li>• 75% – 79%: 20 pts</li> <li>• 70% – 74%: 15 pts</li> <li>• 65% – 69%: 10 pts</li> <li>• Below 65%: 0 pts</li> </ul>
(B) <u>Occupancy Rates (10 pts)</u> Measure: Overall average project occupancy rates as given in the APR for following dates: 1/27/16, 4/27/16, 7/27/16, 10/26/16	<ul style="list-style-type: none"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

<b>Rapid Rehousing (RRH) Projects</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 85% – 100%: 30 pts</li> <li>• 80% – 84%: 25 pts</li> <li>• 75% – 79%: 20 pts</li> <li>• 70% – 74%: 15 pts</li> <li>• 65% – 69%: 10 pts</li> <li>• Below 65%: 0 pts</li> </ul>
<p>(B) <u>Occupancy Rates (10 pts)</u>            Measure: Overall average project occupancy rates as given in the APR for following dates: 1/27/16, 4/27/16, 7/27/16, 10/26/16</p>	<ul style="list-style-type: none"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

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

## 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 B 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

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.

*Note: If, following the review of all PSH project expenditure scores, it becomes apparent that the CAM PSH matching process negatively impacted a PSH project’s ability to expend its funds, this scoring component may be revised.*

## Component #4: HMIS Participation

Value = 20 Points total

*Reporting period: January – December 2016 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"> <li>• 1/12/2016</li> <li>• 2/23/2016</li> <li>• 4/5/2016</li> <li>• 5/17/2016</li> <li>• 6/28/2016</li> <li>• 8/9/2016</li> <li>• 9/20/2016</li> <li>• 11/1/2016</li> </ul>	3	Jan – Dec 2016	HMIS Lead Agency staff	Will be determined by HMIS Lead agency attendance records

<ul style="list-style-type: none"> <li>12/13/2016</li> </ul>				
(B) 90% UDE completion for the identified projects an organization has in HMIS	<ul style="list-style-type: none"> <li>90% - 100%: 6 pts</li> <li>50% - 89%: 3 pts</li> <li>&lt;50%: 0 pts</li> </ul>	Jan –Dec 2016	HMIS Lead Agency staff. Report to be used: Data Completeness Report Card.	Applies to: projects as identified below that the organization reports into in HMIS, NOT just the project being submitted for renewal funding. See Appendix D 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.	<ul style="list-style-type: none"> <li>75% - 100%: 6 pts</li> <li>50% - 74%: 3 pts</li> <li>&lt;50%: 0 pts</li> </ul>	Jan – Dec 2016	HMIS Lead Agency staff. Report to be used: Discharge destination report.	Note: in future competitions, agencies should expect to be required to submit these reports as a part of their renewal application documents.
(D) Submitted required 2017 Housing Inventory Count (HIC) information by February 10, 2017.	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.
<b>Total Points Possible</b>	<b>20</b>			

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

- Over the course of CY2016, the organization had no current consumer participation and currently has no plan to incorporate consumer participation = 0 pts
- Over the course of CY2016, the organization had no current consumer participation, but has a plan in place to incorporate consumer participation = 3 pts
- Over the course of CY2016, organization had consumer participation and provided 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 from January – December 2016. Meeting dates were: <ul style="list-style-type: none"> <li>• January 19, 2016</li> <li>• March 15, 2016</li> <li>• May 17, 2016</li> <li>• July 19, 2016</li> <li>• September 8, 2016</li> <li>• November 15, 2016</li> </ul>	3	<ul style="list-style-type: none"> <li>• Organization represented at 5 or more meetings: 3 points</li> <li>• Organization represented at 3 - 4 meetings: 2 points</li> <li>• Organization represented at 2 meetings: 1 point</li> <li>• Organization represented at 1 or fewer meetings: 0 points</li> </ul>
(B) Organization participated in the January 25, 2017 Point-in-Time Count through at least one of the following: <ul style="list-style-type: none"> <li>• By having a non-PATH team on the street during the street count (night of January 25); OR</li> <li>• By having a team participate in a next-day interview shift on either January 26, 27, 28</li> </ul>	2	
<b>Total Points Possible</b>	<b>5</b>	

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

Value = Varies Depending on Project Type

Data source: Records of participation, including HMIS

There are two main sub-components to the CAM participation score: One component as it relates to the CoC-funded project's participation in CAM requirements, and the other component as it relates to any other funder requirement the agency may have regarding CAM participation.

There will be some instances where one or both of these components may not apply to an agency or an organization. In those instances, the points associated with that component will be removed from the total number of points that agency may earn.

Note: Over the course of 2016 progress was made towards incorporating CoC funded projects in the CAM process. However, there remains variations in CAM participation expectations depending upon the type of project, as is reflected below.

<b>7A: CoC-funded Project Requirement (total points possible: varies)</b>	
<i>Following are the evaluation and scoring criteria that will be applied to CoC funded projects only.</i>	
<b>CoC-Funded SSO Projects</b> (total points possible: 1)	<ul style="list-style-type: none"> <li>• <b>1 point</b> if the SSO project voluntarily sent and/or received referrals from CAM at any point in 2016.</li> <li>• <b>0 points</b> if the SSO project did not voluntarily send and/or receive referrals from CAM at any point in 2016.</li> </ul>
<b>CoC-Funded TH Projects</b> (total points possible: 1)	<ul style="list-style-type: none"> <li>• <b>1 point</b> if the TH project voluntarily sent and/or received referrals from CAM at any point in 2016.</li> <li>• <b>0 points</b> if the TH project did not voluntarily send and/or receive referrals from CAM at any point in 2016.</li> </ul>
<b>CoC-Funded RRH Projects</b> (total points possible: 2)	<ul style="list-style-type: none"> <li>• <b>2 points</b> if 100% of client entries into the project from July – December 2016 were referred via the CAM</li> <li>• <b>1 point</b> if 95 – 99% of client entries into the project from July – December 2016 were referred via the CAM</li> <li>• <b>0 points</b> if less than 95% of client entries into the project from July – December 2016 were referred via the CAM.</li> </ul>
<b>CoC-Funded PSH Projects</b> (total points possible: 6)	<p><b>1) <u>PSH Match Meeting Attendance</u></b></p> <ul style="list-style-type: none"> <li>• <b>2 points</b> if the agency was represented at 80% or more of the PSH matching meetings from July – December 2016</li> <li>• <b>1 point</b> if the agency was represented at 60 - 79% of the PSH matching meetings from July – December 2016</li> <li>• <b>0 points</b> if the agency was represented at &lt;60% of the PSH matching meetings from July – December 2016</li> </ul> <p><b>2) <u>PSH Vacancy Reporting</u></b></p> <p><i>Note: the vacancy reporting requirement does not mean that the agency reported more than zero vacancies. Rather, it means that the agency reported something, even if what they reported was zero vacancies.</i></p> <ul style="list-style-type: none"> <li>• <b>2 points</b> if the agency submitted a vacancy report for 80% or more of the dates on which the report was due from July – December 2016.</li> </ul>

**7A: CoC-funded Project Requirement (total points possible: varies)**

*Following are the evaluation and scoring criteria that will be applied to CoC funded projects only.*

- **1 point** if the agency submitted a vacancy report for 60 - 79% of the dates on which the report was due from July – December 2016.
- **0 points** if the agency submitted a vacancy report for <60% of the dates on which the report was due from July – December 2016.

**3) New Client Entries**

- **2 points** if 95 – 100% of new client entries into the project from July – December 2016 were referred via the CAM process.
- **1 point** if 90 – 94% of new client entries into the project from July – December 2016 were referred via the CAM process.
- **0 points** if <90% of new client entries into the project from July – December 2016 were referred via the CAM process.

**7B: Other CAM Funder Requirements for non-CoC Funded Projects (total points possible: 2)**

*Following are the evaluation and scoring criteria that will be applied to any non-CoC funded project an agency has that has other funder requirements for CAM participation. "Any non-CoC funded project" 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 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 2016; 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 2016.
- **1 point** will be earned if: The agency attended at least one meeting held throughout 2016 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 2016, this scoring component will not apply.

CAM Meetings throughout 2016

An agency that attended at least one meeting held in 2016 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 2016)
- CAM Governance Meetings (held throughout 2016)
- PSH Matching Meetings (held throughout 2016)

## Evaluation Criteria for HMIS Grants

The evaluation criteria components are not numbered sequentially so that there is alignment with the components across all renewal project application types.

	Total Points Possible	Comments
<b>Component #1</b>	N/A	
<b>Component #2</b>	N/A	
<b>Component #3: Financial Performance</b>		
Amount expended	15	Same metric as in FY16
<b>Component #4:</b>	N/A	
<b>Component #5: Consumer Participation</b>		
Consumer participation	5	Same metric as in FY16
<b>Component #6: CoC Participation</b>		
A) CoC Meeting Attendance	3	Same metric as in FY16; point value increased slightly
B) 2017 PIT Participation	2	Same metric as in FY16
<b>Component Sub-Total</b>	<b>5</b>	
<b>Component #7: CAM Participation</b>		
HAND staff represented at PSH matching meetings	2	New evaluation components in FY2017
Reports generated from HMIS to support CAM process	2	
CAM-specific HMIS training provided	2	
Customization of HMIS reports specifically to support CAM process	2	
<b>Component Sub-Total</b>	<b>8</b>	
<b>Project-Specific Performance</b>		
Proportional Points from FY2016 CoC Application	67	See comments below for further details
<b>TOTAL POINTS POSSIBLE</b>	<b>100</b>	

Note: There are currently two dedicated HMIS grants in the Detroit CoC. The grantee (HAND) intends to consolidate these grants for greater ease of grants management and reporting. Therefore, the following evaluation and scoring criteria will apply to both grants. The only area in which the scores on the two grants may differ is as it relates to amount of funding expended.

### Component #3: Financial Performance

**Value = 15 Points total**

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

Same evaluation component and scale as given above on page 11.

**Component #5: Consumer Participation**

**Value = 5 Points total**

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

Same evaluation component and scale as given above on page 13.

**Component #6: Continuum of Care Participation**

**Value = 5 Points total**

*Data source: Records of participation*

Same evaluation component and scale as given above on page 14.

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

**Value = 8 points**

*Data source: Records of participation, including HMIS*

<b>Sub-Component</b>	<b>Points</b>
(A) HAND staff attendance at PSH matching meetings	2
(B) Reports generated from HMIS to support CAM process	2
(C) CAM-specific HMIS training provided	2
(D) Customization of HMIS reports specifically to support CAM process	2
<b>Total Points Possible</b>	<b>8</b>

**Project-Specific Performance**

**Proportional Points from FY2016 CoC Application**

**Value = 67 points**

*Data source: Score received on FY2016 CoC Application*

The CoC application that is prepared and submitted to HUD annually scores the CoC’s HMIS implementation on a number of evaluation criteria, including the following:

1. Having required policies and procedures in place.
2. Bed coverage rates.
3. Data quality and completion rates.
4. The extent to which the HMIS system is able to generate required reports.
5. Submission of required data (Point in Time, Housing Inventory Count, System Performance Measures, Annual Homeless Assessment Report).
6. The amount of data the CoC is able to submit the AHAR (Annual Homeless Assessment Report).
7. Point-in-Time methodology and implementation.

HUD reviews and scores the responses given in the CoC application on these questions. In the FY2016 application, the Detroit CoC earned 21 out of 27 possible points (78% of the points possible) for the HMIS section of the CoC application.

Over the course of the past year, specific performance expectations for the HMIS project had not been defined. Therefore, for the FY2017 local application review and scoring process, the percentage of points earned for the HMIS section in the FY2016 CoC application (78%) will be applied to the total number of points possible for the “Project Specific Performance” section of the local application. This section is worth 67 points, therefore the HMIS grants will each receive 52 of these 67 points.

A value of 67 points was assigned to this section so that the total amount of points the HMIS project may receive is 100 (as detailed in chart above). Having a total of 100 points possible allows for comparable weighing of components across the PSH, RRH, TH, non-Coordinated Entry SSOs, and HMIS projects.

**Evaluation Process for HMIS Grants**

- The HMIS Lead agency will complete an application form that will respond to/address the items above.
- The responses given will be reviewed by the Values & Funding Priorities Committee.
- Based upon the responses given in the application form, the Values & Funding Priorities Committee will make a recommendation as to whether or not the HMIS grants should be submitted for renewal funding.
- HAND staff will be recused from any review of the HMIS project application material or discussion pertaining to the same.

**Future Evaluation Criteria for HMIS Grants**

The evaluation process for the HMIS grants in FY2017 is using the score received in the FY2016 CoC application HMIS section as a proxy for scoring HMIS project performance. This is being done for the FY2017 competition due to absence of other objective criteria on which to evaluate and score this project. For future funding cycles, the CoC board and committee(s) will need to develop additional evaluation criteria for the HMIS project. This evaluation criteria *may* include:

- Progress against HMIS project plan
- Extent to which privacy plan, data quality plan, and/or security plans are implemented
- End-user satisfaction ratings
- Incorporation or expansion of innovative technology or strategies
- Timely submission of APR reports to HUD
- Additional requirements to be identified in the MOU between HMIS Lead and CoC Board

**Evaluation Criteria for Coordinated Entry/CAM SSOs**

The Detroit CoC currently has four separate SSO grants that are specially funded to support the operation of the Coordinate Assessment Model (CAM). These grants are referred to as either “CAM SSOs” or “Coordinated Entry (CE) SSOs”. These grants vary in their implementation phase, and therefore the evaluation criteria for each of these grants in the FY2017 CoC competition will vary as well, detailed below. In future competition years, there will be greater uniformity in the evaluation criteria across these grants. The four grants in question are as follows:

Recipient	Project Name	First Funded In....	Amount	Comments
SWCS	CAM SSO	FY2012	\$200,000	HAND was formerly recipient, and SWCS was subrecipient. Grant was recently amended so that SWCS is now the recipient.

Recipient	Project Name	First Funded In....	Amount	Comments
SWCS	CAM SSO	FY2015	\$200,000	The initial project term is 12/1/2016 – 11/30/2017.
SWCS	CE SSO	FY2016	\$321,655	Grant will renew for the first time in FY2017. Grant is not yet operational.
CHS	Coord Assmn't & Navigation (formerly Targeted Housing & Homeless Assistance)	FY2016 (as CE-SSO)	\$693,486	Grant will renew for the first time as a Coordinated Entry SSO in FY2017.  Grant was operational during 2016 as performing navigation and assessment services for CAM.

The evaluation criteria that follows applies to these grants:

- Community & Home Supports (CHS)
- Southwest Counseling Solutions CAM SSO [Original (FY2012) CAM SSO grant, for which HAND was formerly the grantee which has been recently transferred to Southwest]

These grants were both in operation over the course of 2016. The evaluation criteria below are the same components that these two projects were evaluated on in the FY2016 competition, with the exception of component #7A which is new to all projects this year. The evaluation criteria components are not numbered sequentially so that there is alignment with the components across all renewal project application types.

	SW CAM SSO (formerly w/HAND)	CHS	Comments
<b>Component #1</b>	N/A	N/A	
<b>Component #2</b>	N/A	N/A	
<b>Component #3: Financial Performance</b>			
Amount expended	15	15	Same metric as in FY16
<b>Component #4:</b>	N/A	N/A	
<b>Component #5: Consumer Participation</b>			
Consumer participation	5	5	Same metric as in FY16
<b>Component #6: CoC Participation</b>			
A) CoC Meeting Attendance	3	3	Same metric as in FY16; point value increased slightly
B) 2017 PIT Participation	2	2	Same metric as in FY16
<b>Component Sub-Total</b>	<b>5</b>	<b>5</b>	
<b>Component #7A: CAM Participation (CoC Funded Project)</b>			
SSOs: Referrals to/from CAM	1	1	New metric in FY17
<b>Component Sub-Total</b>	<b>1</b>	<b>1</b>	
<b>Component #7B: CAM Participation (Other Funder Requirement)</b>	<b>2</b>	<b>2</b>	Same metric as in FY16
<b>TOTAL POINTS POSSIBLE</b>	<b>28</b>	<b>28</b>	

**Component #3: Financial Performance**

**Value = 15 Points total**

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

Same evaluation component and scale as given above on page 11.

**Component #5: Consumer Participation**

**Value = 5 Points total**

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

Same evaluation component and scale as given above on page 13.

**Component #6: Continuum of Care Participation**

**Value = 5 Points total**

*Data source: Records of participation*

Same evaluation component and scale as given above on page 14.

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

**Value = Varies Depending on Project Type**

*Data source: Records of participation, including HMIS*

Same evaluation component and scale as given above on page 15 for both 7A and 7B.

**Weighting of Evaluation Components for Coordinated Entry/CAM SSOs**

Because these projects are being evaluated on fewer criteria than other renewal projects, the evaluation components will not be weighted the same. For example, for PSH projects, Component #3 (Financial performance) is worth 15 out of 108 points or 14% of the PSH project’s score. For the CAM SSO projects, Component #3 is worth 15 out of 28 points, or 54% of the total project score. This discrepancy in the weighting of the components will be rectified in future competitions as additional performance evaluation criteria is applied to these projects.

**Evaluation Criteria for Newer CE-SSO Grants**

The following CE-SSO grants are either not currently operational, or were operational for only a brief period of time in 2016:

<b>Recipient</b>	<b>Project Name</b>	<b>First Funded In....</b>	<b>Comments</b>
SWCS	CAM SSO	FY2015	The initial project term is 12/1/2016 – 11/30/2017. Operational for only one month of 2016.
SWCS	CE SSO	FY2016	Project is not yet operational.

There is no data on which to evaluate these projects. Therefore, they will be submitted for renewal and ranked according to the ranking policies. In future funding rounds, additional evaluation criteria will be applied to these projects.



### **Future Evaluation Criteria**

For future funding cycles, the CoC board and committee(s) will need to develop additional evaluation criteria for the Coordinated Entry/CAM SSO grants. Such evaluation criteria should consider the role these projects plan with assisting persons experiencing homeless in accessing needed services and should align with the CoC's written standards.

### **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: For components that may be reported on via alternate internal agency records, those components will be evaluated and scored based on data the project submits to HAND in the format prescribed by HAND.
- 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.

In instances where such protocol needs to be implemented, the situations will be vetted by the Values & Funding Priorities Committee to ensure that the protocol are being applied appropriately to the projects in question and decisions are applied consistently to projects in question.

## Recipient/Subrecipient Responsibility

There are several 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
<b>#1 Income &amp; Employment</b>	
(A) Leavers with Any Cash Income	<ul style="list-style-type: none"> <li>Project APR will be reviewed for this data.</li> <li>The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.</li> </ul>
(B) Leavers with Any Non-Cash Benefits	
(C) Leavers with Earned Income (Employment)	
(D) Leavers & Stayers with Increase Income	
<b>#2 Housing Performance</b>	
(A) Project-specific	<ul style="list-style-type: none"> <li>Project APR will be reviewed for this data.</li> <li>The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.</li> </ul>
(B) Project-specific	
<b>#3 Financial Performance</b>	
	<ul style="list-style-type: none"> <li>Recipient, via reporting in the project application</li> </ul>
<b>#4 HMIS Participation</b>	
(A) Attendance at Agency Admin meetings	<ul style="list-style-type: none"> <li>Subrecipient attendance</li> </ul>
(B) UDE completion for ALL identified projects	<ul style="list-style-type: none"> <li>Review will be based on projects identified in Appendix D.</li> </ul>
(C) Clients exiting to known destination	<ul style="list-style-type: none"> <li>Review will be based on projects identified in Appendix D.</li> </ul>
(D) Submission of required information for Housing Inventory Count (HIC)	<ul style="list-style-type: none"> <li>Either the response received from the recipient or the subrecipient</li> </ul>
<b>#5 Consumer Participation</b>	
(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"> <li>Both the recipient and the subrecipient per the HEARTH Regulations.</li> </ul>
(B) If not compliant with above, describe how the recipient and/or sub-recipient will become compliant with this regulation.	
<b>#6 CoC Participation</b>	
(A) Attendance at Detroit CoC meetings	<ul style="list-style-type: none"> <li>Either recipient or subrecipient attendance</li> </ul>
(B) Participation in 2017 Unsheltered PIT	<ul style="list-style-type: none"> <li>Subrecipient participation</li> </ul>
<b>#7A CAM Participation: CoC-Funded Projects</b>	
	<ul style="list-style-type: none"> <li>Subrecipient</li> </ul>
<b>#7B CAM Participation: Other Funder Requirements</b>	
	<ul style="list-style-type: none"> <li>Either recipient or subrecipient</li> </ul>

## **Future Changes to Local Evaluation Process**

CoC grantees should expect that for future competitions, the following measures may be included in the evaluation of renewal projects. In addition to the evaluation components used in FY2017, grantees should be aware that the following components may be incorporated into the FY2018 competition, in which their projects will be evaluated based on data from January 2017 – December 2017. Many of the evaluation components that may be added are a part of HUD's Systems Performance Measures and/or the CoC's Written Standards. Details on these Details on the Systems Performance Measures may be found [here](#), and details on the CoC's Written Standards may be found [here](#). Details on how these measures will be calculated, performance expectations, and project type the measures will apply to, are under development.

### **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

## 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:

### **1) 2016 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, 2016 to December 31, 2016. Review the instructions in Appendix C for details on how to generate this APR. Note: Organizations will be submitting the new APR from ServicePoint, NOT the old (0625) APR. Be sure to follow the instructions in Appendix C closely. Failure to submit the correct APR will result in a loss of points.

The only projects exempt from submitting a CY2016 APR from ServicePoint are given in the table below, and may be required to submit these APRs to HAND at a later date.

<b>Organization</b>	<b>Project</b>	<b>Reason</b>
Community & Home Supports	Coordinated Assessment & Navigation Project (CE-SSO)	New FY2016 grant: Not yet operational
HAND	HMIS	Project does not report client-level data into HMIS
HAND	Expansion HMIS	Project does not report client-level data into HMIS
HAND	CoC Planning	Project does not report client-level data into HMIS
NLSM	Project Hope II (PSH)	New FY2016 grant: Not yet operational
Southwest Counseling Solutions	CAM SSO (transferred from HAND)	Project is not being evaluated on data found in this APR; most recent APR was submitted by HAND and is already on file.
Southwest Counseling Solutions	CE-SSO	New FY2016 grant: Not yet operational

NOTE: Projects that first became operational (ie, start date of grant agreement) late in the calendar year 2016 are still required to submit a CY2016 APR for that project, even if the APR reflects few/none clients served during the final few months of 2016.

### **2) APR from eSNAPS/Sage**

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

## Attachments to Submit

The Submission Checklist (page 29) details the attachments that are to be submitted. New this year, several of the attachments only need to be submitted once per agency, even if the agency is submitting multiple renewal applications. An agency needs to submit only one (1) copy of attachments #1 – #4, even if it is submitting multiple renewal applications. On the submission checklist, the agency should indicate if attachments #1- #4 were submitted with another renewal application.

Attachments #5 - #14 are *unique* to each individual project application, and therefore each application should include this attachment to the extent that it applies to that project application.

## Appeals Policy

The CoC's Appeals Policy for CoC funded renewal projects 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](#).

## FY2017 Reallocation Policies

The final reallocation policies for FY2017 have not yet been finalized. However, all renewal projects should be aware of the following:

- 1) **ALL** CoC-renewal grants are for one year only. Subsequent funding is not guaranteed for any project type.
- 2) **ALL** project types are eligible to be reallocated and may be reallocated either in part or in whole.
- 3) Non-Coordinated Entry (CAM) Supportive Services Only (SSO) and Transitional Housing (TH) projects should be especially aware that their projects are more likely to be selected by the CoC Board to be reallocated than other project types. All non-CE/CAM SSO and TH projects are advised that there is a higher likelihood that some of these projects will be reallocated (either in part or in whole) in the FY2017 CoC competition.
- 4) Projects that are placed into Tier 2 are at risk of not being renewed. If your organization has a project that is placed into Tier 2, you are advised to prepare for that project to no longer be receiving CoC funding as there is a high probability that HUD will not select that project for funding.

The CoC board has not made further decisions on reallocation at this time. The board may make additional reallocation decisions.

## 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](mailto: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 renewal application materials must be delivered to HAND’s office **by 3:00 PM on June 26**. Please note the time renewal application materials are due. They are due by **by 3:00 PM on June 26**.

### **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 1<sup>st</sup> floor.

## Submission Checklist

The following items for renewal applications must be submitted to HAND by **by 3:00 PM on June 26**. Clearly label all attachments, using the attachment number given, even if attachments will end up not being numbered 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.

Agency Name		Included (✓)	Not Applicable (✓)	Included with other renewal project application
Project Name				
	Submission Checklist (this page)			
	Completed Renewal Application (beginning on page 30 of this packet)			
<b>Attachment Number</b>	<b>Attachment Description (ONE per agency)</b> <i>Agencies only need to submit <b>ONE (1)</b> of each of the following, even if they are submitting multiple renewal applications</i>			
#1	Most recent A-133 audit			
#2	Most recent agency financial audit			
	<u>Participation of homeless/formerly homeless person (Part G)</u>			
#3	Documentation of participation of homeless/formerly homeless person (may have multiple, if project has subrecipient(s))			
#4	Request for waiver of this requirement submitted to HUD or HUD’s approval of waiver request			
<b>Attachment Number</b>	<b>Attachment Description</b> <i>Each individual project application must have the following attachments, as they apply to that project.</i>			
#5	Copy of most recent APR submitted to HUD via eSNAPS. See Appendix B for details.			
#6	APR generated from ServicePoint for the project under review for the time period of 1/1/2016 – 12/31/2016. See Appendix C for details.			
	<b><u>If monitored by HUD since June 2014: (Part B)</u></b>			
#7	Notification from HUD that project will be monitored			
#8	Monitoring report from HUD			
#9	Organization’s response to monitoring report			
#10	Documentation from HUD that monitoring concern or finding satisfied			
#11	Any other monitoring-related correspondence			
	<b><u>If project had significant project changes (Part C)</u></b>			
#12	Written communication to HUD requesting the significant change			
#13	HUD’s written approval of the change requested			
	<b><u>Signature Page</u></b> <i>If project has both recipient and subrecipient(s), it may have more than one signature page.</i>			
#14	Signed by Recipient			
#14	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.*



## FY2017 Renewal Project Application

### Part A: General Project 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:
<input type="checkbox"/> Check if project provides scattered-site leasing or rental assistance	
Project Sub-recipient Organization Name (If different from Applicant):	
Project Sub-recipient's Address (if applicable)	
Street:	
City:	State:                      Zip:
Contact Person of Project Sub-recipient	
Name:	Phone Number:
Title:	Email:
<b>Project Component Type</b>	
<input type="checkbox"/> Permanent Housing (PH) <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Supportive Housing</li> <li><input type="checkbox"/> Rapid Rehousing</li> </ul>	
<input type="checkbox"/> Transitional Housing (TH)	
<input type="checkbox"/> Supportive Services Only (SSO) <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinated Entry/CAM SSO</li> <li><input type="checkbox"/> Non-Coordinated Entry/CAM SSO</li> </ul>	
<input type="checkbox"/> HMIS	
<input type="checkbox"/> CoC Planning	

## 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 2014)

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 #7: Notification letter or email from HUD that your project will be monitored
	Attachment #8: Monitoring report from HUD (the report that identifies any concerns or findings); <b>OR</b> <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #9: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization’s response to these items; <b>OR</b> <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization’s response
	Attachment #10: Documentation from HUD that a monitoring concern or finding has been satisfied; <b>OR</b> <input type="checkbox"/> N/A: HUD has not yet responded to our organization’s response to the monitoring report
	Attachment #11: Any other monitoring-related correspondence between your organization and HUD; <b>OR</b> <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 #12: Written communication to HUD requesting the significant change
	Attachment #13: 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:

\_\_\_\_\_  
*Operating Year  
Start Date  
(DD/MM/YY)* To \_\_\_\_\_  
*Operating Year End  
Date (DD/MM/YY)*

Date APR submitted to HUD via Esnaps or Sage:

\_\_\_\_\_  
*Date (DD/MM/YY)*

### **Question #2:**

Was your APR submitted via eSNAPS or Sage 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 recognized that during the summer of 2016, there were technical difficulties with eSNAPS that may have prevented APRs from being submitted on time or, in some instances, at all. If this situation impacted your organization, please make note of it above.

**NOTE:** Grantees should note that going forward, the CoC Lead Agency will be able to view in Sage if an agency has submitted its APR to Sage in a timely fashion. The CoC Lead Agency will also be able to directly view the APRs submitted in Sage.

## 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 B 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 FY2014 award or its FY2015 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 and/or via a review of the project's APR.

		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*

- *Over the course of CY2016, the organization had no current consumer participation and currently has no plan to incorporate consumer participation = 0 pts*
- *Over the course of CY2016, the organization had no current consumer participation, but has a plan in place to incorporate consumer participation = 3 pts*
- *Over the course of CY2016, organization had consumer participation and provided documentation of same = 5 pts*

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 had consumer participation on board or other policy making entity at some point in CY2016 (✓)	Documentation of such consumer participation is attached (attachment #3) (✓)	OR	Waiver for this requirement has been requested and/or approved by HUD and a copy is attached (attachment #4) (✓)
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 past applications a plan to become compliant with this regulation if the recipient/subrecipient indicates in the FY2017 application that they are not yet compliant.

**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/Sage 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 [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 [FY2017 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 31, 2017, 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: FY2016 CoC Competition Awards

Rank	Grantee	Project Name	Project Type	Award
<b>TIER 1 PROJECTS</b>				
<b>CoC Infrastructure (Ranking Policy #1)</b>				
1	HAND	HMIS	HMIS	\$194,078
2	HAND	HMIS Expansion	HMIS	\$96,155
3	HAND (Southwest Counseling sub.)	CAM SSO	SSO	\$200,000
<b>New Projects Created via Reallocation (Ranking Policy #2)</b>				
4	NLSM	Project Hope II <sup>1</sup>	PH: PSH	\$713,343
5	Community & Home Supports	New CE SSO	SSO	\$693,486
6	Southwest Counseling Solutions	New CE SSO	SSO	\$321,655
<b>New Permanent Housing Bonus Projects (Ranking Policy #3)</b>				
7	Cass Community Social Services	Thomasson Apartments <sup>2</sup>	PH: PSH	\$1,172,161
<b>First Time Renewal Permanent Housing Projects (Ranking Policy #4)</b>				
8	MDHHS	Detroit FUSE	PH: PSH	\$211,218
9	Cass Community Social Services	Webb PSH	PH: PSH	\$207,222
10	Cass Community Social Services	Scott PSH	PH: PSH	\$198,008
11	Detroit Rescue Mission Ministries	Cornerstone PSH	PH: PSH	\$466,048
12	Community & Home Supports	Perm Community Supports	PH: PSH	\$504,620
13	NSO	New RRH	PH: RRH	\$557,245
14	Southwest Counseling Solutions	CAM RRH	PH: RRH	\$364,695
15	Southwest Counseling Solutions	CAM SSO	SSO	\$200,000
<b>Permanent Supportive Housing Projects Served at least 50% Chronically Homeless During 2015 (Ranking Policy #5)</b>				
16	D/WMHA	Southwest Counseling Matrix	PH: PSH	\$42,281
17	Travelers Aid	Infinity	PH: PSH	\$1,001,000



Rank	Grantee	Project Name	Project Type	Award
18	COTS	Pathways	PH: PSH	\$732,783
19	MDHHS	Southwest Springwells S+C	PH: PSH	\$198,377
20	Southwest Counseling Solutions	ICMCHCAM	PH: PSH	\$370,694
21	Detroit Rescue Mission Ministries	Douglass Project	PH: PSH	\$561,332
22	Travelers Aid	BEIT	PH: PSH	\$925,290
23	Detroit Central City	Permanent Supportive Housing	PH: PSH	\$1,076,080
24	Southwest Counseling Solutions	Housing Recovery Program	PH: PSH	\$498,139
25	MDHHS	Development Centers (Consolidated Grant)	PH: PSH	\$2,399,976
26	D/WMHA	Supportive Housing Program - DCI/Omega	PH: PSH	\$481,412
27	MDHHS	Southwest Counseling Chronically Homeless II	PH: PSH	\$490,464
28	NSO	SHP Leasing (Bridges Supportive Housing)	PH: PSH	\$340,012
29	D/WMHA	Southwest Housing Partners S+C	PH: PSH	\$235,744
30	NSO	Bell Housing	PH: PSH	\$520,401
31	MDHHS	Southwest Samaritan S+C III	PH: PSH	\$395,945
32	MDHHS	NSO/COTS	PH: PSH	\$99,468
33	Mariners Inn	Mariners Inn Permanent Housing	PH: PSH	\$248,628
<b>Permanent Supportive Housing Projects served less than 50% Chronically Homeless Over Last Year and RRH, Performed at least 90% on 2A (Ranking Policy #6)</b>				
34	D/WMHA	Detroit East Health Services S+C	PH: PSH	\$317,635
35	D/WMHA	Detroit East Health Svcs Permanent Housing	PH: PSH	\$426,328
36	COTS	Bursemeier Manor	PH: PSH	\$141,686
37	Detroit Rescue Mission Ministries	My Own Place	PH: PSH	\$235,772
38	NLSM	Project Permanency One	PH: RRH	\$890,659
39	Detroit Rescue Mission Ministries	Maranatha	PH: PSH	\$425,846
40	Cass Community Social Services	Cass Apartments	PH: PSH	\$329,328

Rank	Grantee	Project Name	Project Type	Award
41	Southwest Housing Solutions	Wilshire Apartments	PH: PSH	\$136,752
<b>All Remaining TH, SH, SSO, PSH, and RRH (Ranking Policy #7)</b>				
42	Community Social Services	Teen Empowerment Program	SSO	\$184,873
43	D/WMHA	Detroit East New Beginnings	SSO	\$130,248
44	UCHC	PSH for the Homeless	SSO	\$580,310
45	Travelers Aid	SHOP I	TH	\$227,076
46	Community Social Services	Teen Infant Parenting Services (TIPS)	TH	\$362,392
47	Detroit Rescue Mission Ministries	Genesis House II: Tier 1 amount <sup>3</sup>	TH	\$695,336
<b>Tier 1 Limit = \$21,802,201</b>				
<b>TIER 2 PROJECTS</b>				
47	Detroit Rescue Mission Ministries	Genesis House II: Tier 2 amount	TH	\$382,532
48	Detroit Rescue Mission Ministries	Genesis House I/Teen Moms	TH	\$414,457
49	UCHC	Target Home	SSO	\$475,341
50	Freedom House	New Beginnings/New American Homeless	TH	\$390,841
51	Cass Community Social Services	Safe Haven	SH	Not selected by HUD for funding
52	COTS	Domestic Violence TH	TH	Not selected by HUD for funding
53	Covenant House	Rights of Passage	TH	Not selected by HUD for funding
		<b>TOTAL TIERED PROJECTS AWARDED</b>		<b>\$23,465,372</b>
		<b>CoC Planning Project (not included in ranking)</b>		
		HAND: CoC Planning	Planning	\$196,800
		<b>GRAND TOTAL FY2016 CoC AWARDS</b>		<b>\$23,662,172</b>

**APPENDIX B: Grant Numbers for eSNAPS APRs (Part D and Attachment) &  
For Which Spending Information is to be Reported (Part F)**

Grantee	Project Name	Program Type	Project term for financial reporting			Project Number for financial reporting	Funding year for financial reporting	Award amount under review	
			Term Start	Term End	90 days post end date (when final draw was to be completed/APR submitted)			FY2014 Award Amount	FY2015 Award Amount
Cass Community Social Services	Cass Apartments	PH: PSH	12/1/2015	11/30/2016	2/28/2017	MI0309L5F011402	FY2014	324,304	
Cass Community Social Services	Scott PSH	PH: PSH	N/A: Project initial grant term does not end until 7/31/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Cass Community Social Services	Webb PSH	PH: PSH	N/A: Project initial grant term does not end until 7/31/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Community & Home Supports	Targeted Housing & Homeless Assistance	SSO	7/1/2015	6/30/2016	9/28/2016	MI0040L5F011407	FY2014	693,486	
Community & Home Supports	Coordinated Assm'n't & Navigation Project	CE-SSO	N/A: Project not yet operational.			N/A	N/A	N/A: project not yet operational. FY2016 grant.	
Community & Home Supports	Perm Community Support	PH: PSH	N/A: Project initial grant term does not end until 9/30/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Community Social Services	Teen Empowerment Program	SSO	5/1/2015	4/30/2016	7/29/2016	MI0032L5F011407	FY2014	184,873	

Grantee	Project Name	Program Type	Project term for financial reporting			Project Number for financial reporting	Funding year for financial reporting	Award amount under review	
			Term Start	Term End	90 days post end date (when final draw was to be completed/APR submitted)			FY2014 Award Amount	FY2015 Award Amount
Community Social Services	Teen & Infant Parenting Services (TIPS)	TH	5/1/2015	4/30/2016	7/29/2016	MI0078L5F011407	FY2014	362,392	
COTS	Buersmeyer Manor	PH: PSH	7/1/2015	6/30/2016	9/28/2016	MI0030L5F011407	FY2014	140,712	
COTS	Pathways	PH: PSH	7/1/2015	6/30/2016	9/28/2016	MI0429L5F011401	FY2014	723,357	
Detroit Central City/CCIH	Leasing Project	PH: PSH	N/A: Project initial grant term does not end until 9/1/2018.			N/A	N/A	N/A: project still in midst of initial FY2014 grant term	
Detroit Central City CMH/CCIH	Supportive Housing Program	PH: PSH	10/1/2015	9/30/2016	12/29/2016	MI0071L5F011407	FY2014	1,063,981	
DRMM	Genesis House I (Teen Moms)	TH	8/1/2015	7/31/2016	10/29/2016	MI0038L5F011407	FY2014	414,457	
DRMM	Genesis House II	TH	8/1/2015	7/31/2016	10/29/2016	MI0039L5F011407	FY2014	1,077,868	
DRMM	My Own Place	PH: PSH	2/1/2016	1/31/2017	5/1/2017	MI0046L5F011508	FY2015		235,772
DRMM	Maranatha	PH: PSH	2/1/2016	1/31/2017	5/1/2017	MI0044L5F011508	FY2015		425,846
DRMM	The Douglass Project	PH: PSH	4/1/2015	3/31/2016	6/29/2016	MI0430L5F011401	FY2014	553,885	
DRMM	Cornerstone PSH	PH: PSH	N/A: Project initial grant term does not end until 6/30/2017.					N/A: project still in midst of initial FY2015 grant term	
D/WMHA	Southwest Solutions (0110)	PH: PSH	12/20/2015	12/19/2016	3/19/2017	MI0286L5F011406	FY2014	231,628	
D/WMHA	Detroit East Health Services/CCIH	PH: PSH	3/1/2016	2/28/2017	5/29/2017	MI0058L5F011508	FY2015		317,635
D/WMHA	Detroit East Health/CCIH PH for People	PH: PSH	2/1/2016	1/31/2017	5/1/2017	MI0075L5F011508	FY2015		426,328

Grantee	Project Name	Program Type	Project term for financial reporting			Project Number for financial reporting	Funding year for financial reporting	Award amount under review	
			Term Start	Term End	90 days post end date (when final draw was to be completed/APR submitted)			FY2014 Award Amount	FY2015 Award Amount
	with Disabilities								
D/WMHA	CCIH (Det East) New Beginnings Mobile Outreach	SSO	5/1/2015	4/30/2016	7/29/2016	MI0073L5F011407	FY2014	130,248	
D/WMHA	Southwest Solutions (Matrix)	PH: PSH	11/1/2015	10/31/2016	1/29/2017	MI0066L5F011407	FY2014	41,681	
D/WMHA	Omega Project (DCI, COTS)	PH: PSH	11/1/2015	10/31/2016	1/29/2017	MI0074L5F011407	FY2014	476,340	
Freedom House	New American Homeless Network	TH	4/1/2015	3/31/2016	6/29/2016	MI0047L5F011407	FY2014	390,841	
HAND	CoC Planning	Planning	6/1/2015	5/30/2016	8/28/2016	MI0411L5F011300	FY2013		
HAND	HMIS	HMIS	7/1/2015	6/30/2016	9/28/2016	MI0041L5F011407	FY2014	194,078	
HAND	HMIS Expansion	HMIS	12/5/2014	4/30/2016	7/29/2016	MI0368B5F011100	FY2011	288,463	
Mariner's Inn	Extended Residency	PH: PSH	12/1/2015	11/30/2016	2/28/2017	MI0037L5F011407	FY2014	248,527	
MDHHS	Consolidated Grant	PH: PSH	5/1/2015	4/30/2016	7/29/2016	MI0059L5F011407	FY2014	2,362,992	
MDHHS	Southwest Springwells	PH: PSH	5/1/2015	4/30/2016	7/29/2016	MI0064L5F011407	FY2014	195,101	
MDHHS	COTS S+C (NSO)	PH: PSH	7/1/2015	6/30/2016	9/28/2016	MI0027L5F011402	FY2014	97,884	
MDHHS	SWCS S+C Samaritan Chronic Homeless III	PH: PSH	7/1/2015	6/30/2016	9/28/2016	MI0028L5F011402	FY2014	390,305	

Grantee	Project Name	Program Type	Project term for financial reporting			Project Number for financial reporting	Funding year for financial reporting	Award amount under review	
			Term Start	Term End	90 days post end date (when final draw was to be completed/APR submitted)			FY2014 Award Amount	FY2015 Award Amount
MDHHS	SWCS S+C II (Chronic Homeless)	PH: PSH	2/1/2016	1/31/2017	5/1/2017	MI0360L5F011505	FY2015		490,464
MDHHS	NSO FUSE	PH: PSH	N/A: Project initial grant term does not end until 9/30/2017.			N/A	N/A	N/A: project still in midst of initial FY2011 grant term	
NLSM	Project Permanency One	PH: RRH	10/1/2015	9/30/2016	12/29/2016	MI0438L5F011400	FY2014	880,171	
NLSM	NLSM Cares	PH: RRH	N/A: Project initial grant term does not end until 6/30/2018.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
NLSM	Project Hope	PH: PSH	N/A: Project initial grant term does not end until 6/30/2018.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
NLSM	Project Hope II	PH: PSH	N/A: Project not yet operational.			N/A	N/A	N/A: project not yet operational. FY2016 grant.	
NSO	SHP Leasing	PH: PSH	5/1/2015	4/30/2016	7/29/2016	MI0308L5F011402	FY2014	334,999	
NSO	Bell Building	PH: PSH	1/1/2016	12/31/2016	3/31/2017	MI0338L5F011402	FY2014	513,207	
NSO	RRH	PH: RRH	N/A: Project initial grant term does not end until 9/30/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Southwest Counseling Solutions	CAM SSO (grant formerly w/HAND)	SSO	2/1/2016	1/31/2017	5/1/2017	MI0392L5F011502	FY2015		200,000
Southwest Counseling Solutions	Housing Recovery Project	PH: PSH	9/19/2015	9/18/2016	12/17/2016	MI0369L5F011402	FY2014	490,729	
Southwest Counseling Solutions	ICAM	PH: PSH	12/30/2015	12/29/2016	3/29/2017	MI0393L5F011402	FY2014	366,340	

Grantee	Project Name	Program Type	Project term for financial reporting			Project Number for financial reporting	Funding year for financial reporting	Award amount under review	
			Term Start	Term End	90 days post end date (when final draw was to be completed/APR submitted)			FY2014 Award Amount	FY2015 Award Amount
Southwest Housing Solutions	Wilshire PSH Project	PH: PSH	3/1/2016	2/28/2017	5/29/2017	MI0085L5F011508	FY2015		136,752
Southwest Counseling Solutions	CAM RRH	PH: RRH	N/A: Project initial grant term does not end until 9/30/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Southwest Counseling Solutions	New CAM SSO	SSO	N/A: Project initial grant term does not end until 9/30/2017.			N/A	N/A	N/A: project still in midst of initial FY2015 grant term	
Southwest Counseling Solutions	New CE SSO	SSO	N/A: Project not yet operational.			N/A	N/A	N/A: project not yet operational. FY2016 grant.	
TASMD	BEIT	PH: PSH	8/1/2015	7/31/2016	10/29/2016	MI0029L5F011407	FY2014	914,758	
TASMD	Infinity	PH: PSH	8/1/2015	7/31/2016	10/29/2016	MI0043L5F011407	FY2014	989,603	
TASMD	SHOP I	TH	7/1/2015	6/30/2016	9/28/2016	MI0067L5F011407	FY2014	227,076	
UCHC	PSH for the Homeless	SSO	9/1/2015	8/31/2016	11/29/2016	MI0050L5F011407	FY2014	580,310	
UCHC	Target Home	SSO	10/1/2015	9/30/2016	12/29/2016	MI0077L5F011407	FY2014	475,341	

## APPENDIX C: Calendar Year 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, there are one of two options:

- 1) Run and submit a separate APR for each HMIS ID #; OR
- 2) Create a provider group that includes the projects, and run and submit one APR for that provider group.

**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 a request of their subrecipient to assist with this.

**REMINDER:** The APRs to be submitted are the NEW APR in ServicePoint, not the old (0625) APR. Failure to submit the correct APR will result in loss of points. If you are unsure of which APR to submit, contact your HMIS System Administrator. See below for instructions on how to run and print the new APR. When printing the APR, be sure all parts of all questions of the APR are printed. Double check to ensure that no columns or rows are accidentally “cut off” when printing.

Recipient Name	(Subrecipient) Program Name	Project Type	HMIS #
<b>Cass Community Social Services</b>			
Cass Community Social Services	Cass Apartments (Antisdell & Brady)	PSH	8579 and 9866
Cass Community Social Services	Scott PSH	PSH	10996
Cass Community Social Services	Webb PSH	PSH	10997
<b>Coalition on Temporary Shelter (COTS)</b>			
Coalition on Temporary Shelter (COTS)	Bursmeyer Manor	PSH	2428
Coalition on Temporary Shelter (COTS)	Pathways to Housing	PSH	10160
<b>Community &amp; Home Supports</b>			
Community & Home Supports	Permanent Community Support	PSH	8755
<b>Community Social Services Wayne County</b>			
Community Social Services Wayne County	TIPS	TH	5823
Community Social Services Wayne County	TEP	SSO	1822
<b>Detroit Central City CMH/CCCIH</b>			
Detroit Central City CMH/CCIH	Supportive Housing Program	PSH	224



Recipient Name	(Subrecipient) Program Name	Project Type	HMIS #
Detroit Central City CMH/CCIH	Leasing Project	PSH	10833
<b>Detroit Rescue Mission Ministries</b>			
Detroit Rescue Mission Ministries	Douglass Project	PSH	10876
Detroit Rescue Mission Ministries	Genesis House I	TH	131
Detroit Rescue Mission Ministries	Genesis House II	TH	133
Detroit Rescue Mission Ministries	Maranatha	PSH	136
Detroit Rescue Mission Ministries	My Own Place	PSH	116
Detroit Rescue Mission Ministries	Cornerstone	PSH	11147
<b>Detroit/Wayne Mental Health Authority</b>			
Detroit/Wayne Mental Health Authority	(DCI/COTS) Omega Project	PSH	1025
Detroit/Wayne Mental Health Authority	(Detroit East Health Services/CCIH) Permanent Housing	PSH	1024
Detroit/Wayne Mental Health Authority	(Detroit East Health Services/CCIH) S+C County	PSH	1027
Detroit/Wayne Mental Health Authority	(Detroit East Health Services/CCIH) 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
<b>Mariners Inn</b>			
Mariners Inn	Extended Residency	PSH	185
<b>Freedom House</b>			
Freedom House	Scattered Site TH	TH	260
<b>MI Dept of Health and Human Services</b>			
MDHHS	Consolidated grant that includes: <ul style="list-style-type: none"> <li>• COTS</li> <li>• Development Centers, Inc.</li> <li>• Detroit East Health Services/CCIH</li> <li>• NSO</li> <li>• Southwest Counseling Solutions</li> <li>• TASMD</li> </ul>	PSH	
			4079
			3284
			2145
			3266
			3280
4086			
<b>Neighborhood Legal Services Michigan</b>			
Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families	RRH	10727

<b>Recipient Name</b>	<b>(Subrecipient) Program Name</b>	<b>Project Type</b>	<b>HMIS #</b>
Neighborhood Legal Services Michigan	Project Hope	PSH	10984
Neighborhood Legal Services Michigan	NLSM Cares	RRH	10983
<b>Neighborhood Service Organization</b>			
Neighborhood Service Organization	Bell HUD SHP Program	PSH	9147
Neighborhood Service Organization	HUD SHP Program	PSH	8584
Neighborhood Service Organization	NSO RRH	RRH	11324
Neighborhood Service Organization	Detroit FUSE	PSH	9641
Neighborhood Service Organization	COTS - S+C (with NSO)	PSH	7834
<b>Southwest Counseling Solutions</b>			
Southwest Counseling Solutions	Housing Recovery Project	PSH	9654
Southwest Counseling Solutions	ICAM	PSH	10413
Southwest Counseling Solutions	CAM Rapid Rehousing	RRH	11040
Southwest Counseling Solutions	CAM SSO	SSO	10932
Southwest Counseling Solutions	Springwells Partners S+C	PSH	4083
Southwest Counseling Solutions	S+C III 08 (Chronically Homeless) Samaritan	PSH	7702
Southwest Counseling Solutions	(SW/DCI) SB S+C II Chronically Homeless	PSH	6631 & 4084
Southwest Counseling Solutions	(SWHS grantee) Wilshire SHP	PSH	182
<b>Traveler's Aid Society of Metropolitan Detroit</b>			
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
<b>United Community Housing Coalition (UCHC)</b>			
UCHC	PSH FOR THE HOMELESS	SSO	705
UCHC	TARGET HOME	SSO	10388







# HMIS JOB AIDE

## RUNNING & PRINTING THE COC APR IN HMIS

### RUNNING THE COC – APR:

- **STEP ONE – NAVIGATE TO THE REPORTS TAB OF HMIS**
  - SELECT -> **COC - APR**
- **STEP TWO: ENTER YOUR PROGRAM PARAMETERS**
  - **AGENCY** (*this provider only*)
  - **START DATE**
  - **END DATE**
  - **ENTRY TYPE**
- **STEP THREE: SELECT BUILD REPORT**

### Report Options

<b>Provider Type</b>	<input checked="" type="radio"/> <a href="#">Provider</a> <input type="radio"/> <a href="#">Reporting Group</a>
<b>Provider*</b>	1. City of Detroit CDBG - Emergency Shelter- Emmanuel House (10611) <input type="button" value="Search"/> <input type="button" value="My Provider"/> <input type="button" value="Clear"/> <input type="radio"/> <a href="#">This provider AND its subordinates</a> <input checked="" type="radio"/> <a href="#">This provider ONLY</a>
<b>Program Date Range*</b>	01 / 01 / 2016    to 12 / 31 / 2016   
<b>Entry/Exit Types*</b>	<input type="checkbox"/> <a href="#">Basic</a> <input type="checkbox"/> <a href="#">Basic Center Program Entry/Exit</a> <input checked="" type="checkbox"/> <a href="#">HUD</a> <input type="checkbox"/> <a href="#">PATH</a> <input type="checkbox"/> <a href="#">Quick Call</a>
<input type="button" value="Build Report"/>	<input type="button" value="Download"/> <input type="button" value="Clear"/>

## PRINTING THE COC – APR:

**NOTE: REPORT WILL RUN ON THE HMIS REPORTS PAGE AND BE FORMATTED;**

**IF YOU DOWNLOAD REPORT YOU WILL NOT BE ABLE TO PRINT AND SUBMIT THE DOWNLOADED VERSION**

### **OPTION 1:**

- ON THE HMIS REPORTS PAGE – RIGHT CLICK INSIDE THE REPORT AND SELECT **PRINT** OR **PRINT PREVIEW** FROM THE LIST

**MAKE SURE YOU ARE PRINTING ALL OF THE PAGES FROM SECTION 4A to 27F**

CoC-APR Report Results	
<b>4a - Project Identifiers in HMIS</b>	
Organization Name	City Of Detroit PLANNING AND DEVELOPMENT Department
Organization ID	9567
Project Name	1. City of Detroit CDBG - Emergency Shelter - Emmanuel House
Project ID	10611
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit Date
<b>If HMIS Project ID = 6 (S Only)</b>	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
<b>If 2.4, Dependent A = 1</b>	
Identify the Project ID's of the housing projects this project is affiliated with	
<b>5a - Report Validation Table</b>	
<b>Report Validation Table</b>	
1. Total Number of Persons Served	63
2. Number of Adults (age 18 or over)	63
3. Number of Children (under age 18)	0
4. Number of Persons with Unknown Age	0
5. Number of Leavers	53
6. Number of Adult Leavers	53
7. Number of Adult and Head of Household Leavers	53
8. Number of Stayers	10
9. Number of Adult Stayers	10
10. Number of Veterans	5
11. Number of Chronically Homeless Persons	9
12. Number of Youth Under Age 25	8
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	62
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0
<b>6a - Data Quality: Personally Identifiable Information</b>	

Back

Forward

Go to page address: Ctrl+Shift+L

Save background as...

Set as background

Copy background

Select all

Paste

E-mail with Windows Live

Translate with Bing

All Accelerators

Create shortcut

Add to favorites...

View source

Inspect element

Encoding

**Print...**

Print preview...

Refresh

Append to existing PDF

Convert to Adobe PDF

Export to Microsoft Excel

Send to OneNote

Properties

**RIGHT CLICK MOUSE  
SELECT PRINT OR PRINT PREVIEW  
TO PRINT COC APR**

E8Activity&a=https%3A%2F%2Fmichigan.servicet.com%2Fcom.bowmansystems.sp3.core.ServicePoint%2Findex.html%23reportsCOCAPR


100%

## OPTION 2:

- ON THE HMIS REPORTS PAGE – RIGHT CLICK INSIDE THE REPORT AND SELECT PRINT
- IN YOUR PRINTER BOX SELECT ADOBE PDF OR PRINT TO PDF OPTION → SAVE AS A PDF AND PRINT NORMALLY

**MAKE SURE YOU ARE PRINTING ALL OF THE PAGES FROM SECTION 4A to 27F**

### Client Filter

 Enter Client IDs separated by commas to highlight cells containing those Clients.

Client IDs

Client Search

Highlight Clients

### CoC-APR Report Results

#### 4a - Project Identifiers in HMIS

Organization Name

Organization ID

Project Name

Project ID

HMIS Project Type

Method of Tracking ES

#### If HMIS Project ID = 6 (S Only)

Is the Services Only (HMIS Project Type 6) affiliated with a residential project?

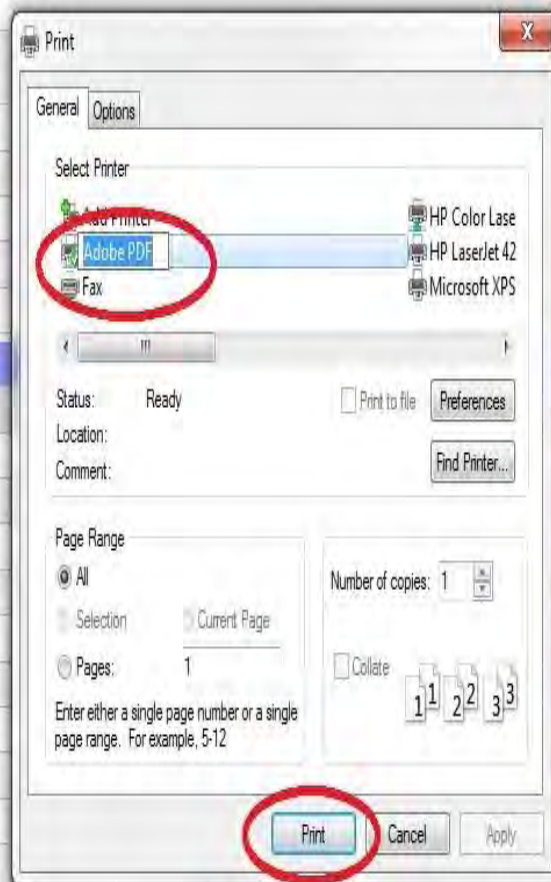
#### If 2.4, Dependent A = 1

Identify the Project ID's of the housing projects this project is affiliated with

#### 5a - Report Validation Table

##### Report Validation Table

1. Total Number of Persons Served
2. Number of Adults (age 18 or over)
3. Number of Children (under age 18)
4. Number of Persons with Unknown Age
5. Number of Leavers
6. Number of Adult Leavers
7. Number of Adult and Head of Household Leavers
8. Number of Stayers
9. Number of Adult Stayers
10. Number of Veterans



**RIGHT CLICK - & SELECT PRINT  
IN YOUR PRINTER BOX - SELECT  
ADOBE PDF OR PRINT TO PDF**

**THE DOCUMENT WILL COME UP IN  
A PDF FORMAT AND BE ABLE TO BE  
SAVED AND PRINTED**

### OPTION 3:

- ON THE HMIS REPORTS PAGE – LEFT CLICK INSIDE THE REPORT AT THE TOP – COC APR REPORT RESULTS AND SELECT ALL THE WAY TO THE BOTTOM – 27F.
- ONCE ALL DATA HIGHLIGHTED IN BLUE – RIGHT CLICK AND SELECT COPY
- OPEN A NEW WORD DOC AND RIGHT CLICK TO PASTE
- SAVE AND PRINT NORMALLY

**MAKE SURE YOU ARE SELECTING ALL OF THE PAGES FROM SECTION 4A to 27F**

Client Filter

Enter Client IDs separated by commas to highlight cells containing those Clients.

Client IDs  Client Search Highlight Clients

### CoC-APR Report Results

4a - Project Identifiers in HMIS

Organization Name	City Of Detroit PLANNING AND DEVELOPMENT Department
Organization ID	9567
Project Name	1. City of Detroit CDBG - Emergency Shelter - Emmanuel House
Project ID	10611
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit Date
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type)	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing	

5a - Report Validation Table

Report Validation Table	
1. Total Number of Persons Served	63
2. Number of Adults (age 18 or over)	63
3. Number of Children (under age 18)	0
4. Number of Persons with Unknown Age	0
5. Number of Leavers	53
6. Number of Adult Leavers	53

LEFT (CLICK AND SELECT ALL ITEMS FROM COC APR RESULTS <TOP> TO 27 F <BOTTOM>)

ONCE HIGHLIGHTED IN BLUE RIGHT CLICK AND SELECT COPY

OPEN A NEW WORD DOCUMENT AND RIGHT CLICK TO PASTE

DOCUMENT CAN BE SAVED AND PRINTED

**APPENDIX D: Projects to be included in HMIS data review**

<b>Project Type</b>	<b>HMIS #</b>	<b>Organization (Grantee) Name</b>	<b>Project Name</b>
<b>Cass Community Social Services</b>			
PSH	8579	Cass Community Social Services	Brady Building
PSH	9866	Cass Community Social Services	Cass Apartments (Antisdel)
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
SH	287	Cass Community Social Services	Safe Haven
SH	7832	Cass Community Social Services	Safe Haven Veteran's Program HCHV
PSH	10996	Cass Community Social Services	Scott PSH
PSH	10997	Cass Community Social Services	Webb PSH
<b>Coalition on Temporary Shelter (COTS)</b>			
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
PH	10243	Coalition on Temporary Shelter (COTS)	Moving Up Program Bin
Other	10521	Coalition on Temporary Shelter (COTS)	Passport to Self Sufficiency
PSH	1025	COTS/Development Centers, Inc. (DCI)	Omega Project (with DCI) COTS

Project Type	HMIS #	Organization (Grantee) Name	Project Name
PSH	7834	MDHHS - Neighborhood Services Organization - Detroit CoC	MDHHS - COTS - S+C (with NSO)
<b>Community &amp; Home Supports</b>			
SSO	703	Community & Home Supports	Supportive Housing Program
Services Only	11108	Community & Home Supports	SHP - Navigation AmeriCorps Program 16/17
Services Only	10860	Community & Home Supports	CAM/HARA Screenings
PSH	8755	Community & Home Supports	PSH
<b>Community Social Services Wayne County</b>			
TH	5823	Community Social Services Wayne County	TIPS
SSO	1822	Community Social Services Wayne County	TEP
<b>Covenant House Michigan</b>			
ES	278	Covenant House Michigan	Caritas Center
TH	279	Covenant House Michigan	Rights of Passage
<b>Detroit Central City/ Central City Integrated Health</b>			
PSH	224	Central City Integrated Health	Supportive Housing Program
PSH	10833	Central City Integrated Health	CoC Bonus
Other	3342	Central City Integrated Health	Health Center
PH	10244	Central City Integrated Health	Moving Up Program Bin
Other	8115	Central City Integrated Health	PSH Pending Bin
<b>Detroit Rescue Mission Ministries</b>			
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/Teen Moms
TH	133	Detroit Rescue Mission Ministries	Genesis House II
ES	10651	Detroit Rescue Mission Ministries	Genesis House II
ES	111	Detroit Rescue Mission Ministries	MDHHS- Genesis House III



Project Type	HMIS #	Organization (Grantee) Name	Project Name
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
PSH	11147	Detroit Rescue Mission Ministries	Cornerstone PSH
<b>Development Centers, Inc. (DCI)</b>			
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 (with COTS)
<b>Freedom House</b>			
TH	260	Freedom House	Scattered Site TH
<b>Detroit East Health Services</b>			
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
<b>Mariners Inn</b>			
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
<b>Neighborhood Legal Services Michigan</b>			
PV	9672	Neighborhood Legal Services Michigan	City of Detroit ESG 914- NLSM - Prevention

Project Type	HMIS #	Organization (Grantee) Name	Project Name
PV	9855	Neighborhood Legal Services Michigan	Prevention SSVF Program
PV	10279	Neighborhood Legal Services Michigan	CITY OF DETROIT ESG - NLSM- Prevention (2014-2015)
RRH	10280	Neighborhood Legal Services Michigan	CITY OF DETROIT ESG - NLSM- RR (2015-2016)
RRH	10727	Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families (2015-2016)
SSO	9595	Neighborhood Legal Services Michigan	City of Detroit - CDBG - Prevention - Neighborhood Legal Services (2014-2015)
RRH	10805	Neighborhood Legal Services Michigan	City of Detroit - CDBG - RR - Neighborhood Legal Services (2015-2016)
PSH	10984	Neighborhood Legal Services Michigan	Project Hope
RRH	10983	Neighborhood Legal Services Michigan	NLSM Cares
<b>Neighborhood Service Organization (NSO)</b>			
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	Neighborhood Service Organization (NSO)	City of Detroit ESG - NSO- RR (2013-2014)
PSH	9641	MDHHS - Neighborhood Services Organization - Detroit CoC	MDHHS - FUSE
RRH	11096	Neighborhood Service Organization (NSO)	City of Detroit CDBG - NSO- RRH (2015-2016)
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
RRH	11324	Neighborhood Service Organization (NSO)	New CoC RRH
<b>Southwest Counseling Solutions</b>			
RRH	10410	Southwest Counseling Solutions	Coordinated Assessment Model - Detroit CoC - HARA RRH Oct 15 to Sep 16
PV	10409	Southwest Counseling Solutions	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

Project Type	HMIS #	Organization (Grantee) Name	Project Name
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
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
RRH	10476	Southwest Counseling Solutions	City of Detroit ESG 2015-2016 RRH
RRH	11160	Southwest Counseling Solutions	City of Detroit - CDBG - RRH - SW (2015-2016)
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
RRH	11040	Southwest Counseling Solutions	CAM RRH
<b>Traveler's Aid Society of Metropolitan Detroit</b>			
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

<b>Project Type</b>	<b>HMIS #</b>	<b>Organization (Grantee) Name</b>	<b>Project Name</b>
PV	10844	Traveler's Aid Society of Metropolitan Detroit	CITY OF DETROIT CDBG -TASMD- PREVENTION
<b>United Community Housing Coalition (UCHC)</b>			
SSO	705	UCHC	PSH FOR THE HOMELESS
SSO	10388	UCHC	TARGET HOME
PV	10501	UCHC	City of Detroit ESG - UCHC Prevention
PV	9624	UCHC	City of Detroit CDBG - Prevention – UCHC (2015-2016)

## APPENDIX E: Renewal Projects to Be Submitted

Grantee/Entity Responsible for Submitting Renewal Items	Project Name	Project Component	Total Budget	Notes
Cass Community Social Services	Cass Apartments	PSH	\$329,328	
Cass Community Social Services	Scott Permanent Supportive Housing	PSH	\$198,008	
Cass Community Social Services	Webb Street Permanent Supportive Housing	PSH	\$207,222	
Catholic Social Services of Wayne County	Teen Empowerment Program	SSO	\$184,873	
Catholic Social Services of Wayne County	Teen Infant Parenting Services Program	TH	\$362,392	
Coalition On Temporary Shelter	Buersmeyer Manor	PSH	\$141,686	
Coalition On Temporary Shelter	Pathways	PSH	\$732,783	
Community & Home Supports, Inc.	Permanent Community Home Support (PCHS)	PSH	\$504,620	
Community & Home Supports, Inc.	Coordinated Assessment & Navigation Project	SSO	\$693,486	
Detroit Central City/CCIH	(FY) 2016 CoC PSH Program	PSH	\$1,076,080	
Detroit Central City/CCIH	Leasing Project	PSH	\$604,823	
Detroit Rescue Mission Ministries	Genesis House I / Teen Moms	TH	\$414,457	
Detroit Rescue Mission Ministries	Genesis House II	TH	\$1,077,868	
Detroit Rescue Mission Ministries	Maranatha	PSH	\$425,846	
Detroit Rescue Mission Ministries	My Own Place	PSH	\$235,772	
Detroit Rescue Mission Ministries	Douglass	PSH	\$561,332	
Detroit Rescue Mission Ministries	Cornerstone	PSH	\$466,048	
Detroit Wayne Mental Health Authority	Shelter Plus Care-CCIH/Detroit East Health Services	PSH	\$317,635	
Detroit Wayne Mental Health Authority	s+c southwest solutions - matrix	PSH	\$42,281	
Detroit Wayne Mental Health Authority	SHP-CCIH/Detroit East Health Services - New Beginnings	SSO	\$130,248	
Detroit Wayne Mental Health Authority	Supportive Housing Program - DCI Omega	PSH	\$481,412	
Detroit Wayne Mental Health Authority	SHP-CCIH/Detroit East Health Services-Permanent Housing	PSH	\$426,328	
Detroit Wayne Mental Health Authority	shelter plus care-southwest-0110	PSH	\$235,744	

<b>Grantee/Entity Responsible for Submitting Renewal Items</b>	<b>Project Name</b>	<b>Project Component</b>	<b>Total Budget</b>	<b>Notes</b>
Freedom House	New Beginnings/New American Homeless	TH	\$390,841	
HAND	Homeless Management Information System	HMIS	\$194,078	
HAND	Expansion Homeless Management Information System	HMIS	\$96,155	
HAND	CoC Planning	Planning	TBD	
Mariners Inn	Mariners Inn Permanent Housing	PSH	\$248,628	
MI Dept. of Health and Human Services	Development Centers and others Renewal	PSH	\$2,399,976	
Neighborhood Legal Services Michigan	Project Permanency One	RRH	\$890,659	
Neighborhood Legal Services Michigan	Project Hope II - PSH	PSH	\$713,343	
Neighborhood Legal Services Michigan	Project Hope	PSH	\$449,953	
Neighborhood Legal Services Michigan	NLSM CARES	RRH	\$723,999	
Neighborhood Service Organization	Supportive Housing program	PSH	\$340,012	
Neighborhood Service Organization	Bell Supportive Housing Project	PSH	\$520,401	
Neighborhood Service Organization	NSO RRH	RRH	\$557,245	
Neighborhood Service Organization	NSO/COTS Chronic Renewal	PSH	\$99,468	Project in process of being transferred from MDHHS to NSO
Neighborhood Service Organization	Detroit FUSE	PSH	\$211,218	Project in process of being transferred from MDHHS to NSO
Southwest Counseling Solutions	Housing Recovery Project	PSH	\$498,139	
Southwest Counseling Solutions	ICMCHCAM	PSH	\$370,694	
Southwest Counseling Solutions	CAM Rapid ReHousing	RRH	\$364,695	
Southwest Counseling Solutions	CAM SSO	SSO	\$200,000	
Southwest Counseling Solutions	CE SSO FY2016	SSO	\$321,655	
Southwest Counseling Solutions	Coordinated Assessment Project	SSO	\$200,000	Project was transferred from HAND to Southwest as of May 2017

Grantee/Entity Responsible for Submitting Renewal Items	Project Name	Project Component	Total Budget	Notes
Southwest Counseling Solutions	Southwest Samaritan Renewal	PSH	\$395,945	Project in process of being transferred from MDHHS to SWCS
Southwest Counseling Solutions	Southwest Springwells Renewal	PSH	\$198,377	Project in process of being transferred from MDHHS to SWCS
Southwest Counseling Solutions	Southwest Chronic Renewal	PSH	\$490,464	Project in process of being transferred from MDHHS to SWCS
Southwest Housing Solutions	Wilshire	PSH	\$136,752	Per prior written communication, understood that SWCS administers this project on behalf of SWHS and therefore materials will come from SWCS.
Travelers Aid Society of Metropolitan Detroit	BEIT	PSH	\$925,290	
Travelers Aid Society of Metropolitan Detroit	Infinity	PSH	\$1,001,000	
Travelers Aid Society of Metropolitan Detroit	SHOP I	TH	\$227,076	
United Community Housing Coalition	Permanent Supportive Housing for the Homeless	SSO	\$580,310	
United Community Housing Coalition	Target Homes	SSO	\$475,341	

**\*\*NOTE: Grantees that have recently had, or are in the process of having, grants transferred to them will likely need to consult with the current/former grantee in order to get certain materials for the application. This may include, but not necessarily be limited to, the most recent APR and/or financial information (Parts D and F of the application).**



## **Detroit Continuum of Care**

### **Availability of Funds for Expansion of Current Permanent Supportive Housing and Rapid Rehousing Projects**

**August 11, 2017**

In the FY2017 Notice of Funding Availability (NOFA), HUD is allowing currently funded Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) projects to request additional, new funding to expand their current projects. Currently funded PSH and RRH providers that would like to apply for expansion funding need to complete and submit this application form to HAND by **August 25, 2017**.

#### **Amount of Funding Available for Expansion Projects**

Funding for expansion projects will come from the amount of funding the CoC has in its Permanent Housing Bonus funding and/or reallocated funding. The amount of funding that will be available from either of these pools of funding for expansion projects is not currently known. New projects that were submitted to the CoC earlier in July will also be funded out of these same funding sources. The review of these new projects is currently underway, and as no decision has yet been made on which of those new projects will be selected for funding, the amount of funding for expansion projects is not known.

#### **Reasons for Expansion**

Renewing PSH and RRH projects may expand for the following reasons:

- To increase the number of persons who will be served (ie, to add additional units to the project)
- To provide additional supportive services to homeless persons
- To bring existing facilities up to state/local government health and safety standards
- To replace the loss of nonrenewable funding (private, federal, other excluding state/local government)

While projects seeking expansion funding may select any, or all, of these reasons for expansion, applicants should note that projects that seek to expand in order to serve more people will likely be prioritized for funding over projects that are seeking to only expand services, bring facilities up to standards, or replace the loss of other funding.

#### **Project Review and Selection**

Projects seeking expansion funding will be reviewed and prioritized for funding based on the following factors:

1. The amount of funding available for expansion projects.
2. The performance of the current PSH or RRH project that is being expanded. Applicants should note that one of the key factors in deciding which PSH or RRH projects to expand will be a review of the performance of the current project as given in the review of the FY2017 renewal application. This will include, but not necessarily be limited to, the extent to which the project:
  - a. Assisted people with maintaining or moving to permanent housing;
  - b. Assisted people with increasing income;
  - c. Participated in the Coordinated Entry process;
  - d. Expended most recently completed grant;
  - e. Was HMIS compliant
3. Any items of concern that were noted with the applicant agency's audit or HUD monitoring reports that were submitted with the renewal application.
4. The extent to which the applicant agency demonstrates capacity to expand its project.
5. The extent to which the expansion project will bring additional units of PSH or RRH into the CoC.

The CoC board will give final approval for projects selected for expansion.



### **Project Ranking and HUD Selection Process**

- The renewal grant and the expansion grant will be submitted as two separate project applications in eSNAPS. They will be ranked separately, and therefore one project may be in Tier 1 and the other may be in Tier 2.
- If HUD selects both the renewal and the expansion for funding, then HUD will generate one grant agreement that combines the two separate applications into one project.
- HUD may choose not to select the expansion portion of the project and only select the renewal portion.
- If HUD chooses to not select the renewal portion of the project, it will also not select the expansion portion.

### **DedicatedPLUS and PSH Expansion Projects**

Any expansion PSH project will be required have 100% of the expansion beds be a DedicatedPLUS project. This means that the beds for this expansion project will be dedicated to serve people with a disability who also fit into any of the following populations:

- a. People who are chronically homeless;
- b. People residing in TH that will be eliminated who met the definition of chronically homeless upon entry to the project;
- c. People who had been chronically homeless and placed into housing within the last year, but lost that housing and are now currently in ES, Safe Haven, or unsheltered;
- d. People who are residing in a joint TH-RRH project who were chronically homeless upon entry into that project;
- e. People residing in an ES, Safe Haven, or unsheltered for at least 12 months in the last three years, but have not done so on four separate occasions; or
- f. People receiving assistance through a VA funded homeless assistance program that meet one of the above criteria at initial intake to the VA's homeless assistance system.

PSH projects should also be aware that clients will be referred to these new expansion units via the Coordinated Entry process and in accordance with the CoC's prioritization policies.

### **Multiple Expansion Requests**

Applicants may apply to expand more than one of their current grants. A separate application form must be submitted for each grant the applicant is seeking to expand. Each request will be reviewed and decided upon separately.

### **Optional Informational Webinar**

Potential applicants for expansion projects are invited to an optional informational webinar on Wednesday, August 16 at 10:30 AM. The webinar will discuss this expansion opportunity and allow individuals to ask questions.

To register for this webinar, click here: <https://attendee.gototraining.com/r/4057944859495865602>

### Application Submission

The completed application and any required attachments must be submitted to HAND by **3:00 PM on August 25, 2017**. Application materials may be dropped off in person to HAND's office at:

3701 Miracles Blvd, Suite 101  
Detroit, MI 48201

Or

The application materials may be emailed to Amanda Sternberg at [amanda@handetroit.org](mailto:amanda@handetroit.org).

Please note the time application materials are due. They are due by **3:00 PM on August 25, 2017**. Applications submitted after this time will not be considered.

### Additional Information

For questions or additional information, please contact Amanda Sternberg at [Amanda@handetroit.org](mailto:Amanda@handetroit.org) or 313-964-3666 x104.

## Application for Permanent Supportive Housing or Rapid Rehousing Expansion

### Submission Checklist

The following items must be submitted to HAND by **3:00 PM on August 25, 2017**. Only one copy of each item is needed.

Clearly label all attachments, using the attachment number given. 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 (beginning on page 5 of this packet)		
	Completed Budget Pages		
	Completed Match Chart		
<b>Attachment Number</b>	<b>Attachment Description</b>		
#1	Written commitment of match identified		
	<b>Signature Page</b> <i>If project has both recipient and sub-recipient(s), it may have more than one signature page.</i>		
#2	Signed by Recipient		
#2	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:

**Part I: Current Grant Information**

1. Select which type of current CoC grant you are seeking to expand:

- Permanent Supportive Housing (PSH): Scattered Site
- Permanent Supportive Housing (PSH): Project Based
- Rapid Rehousing (RRH)

2. Give the name and current grant number for the project you are seeking to expand. This will be either the FY2015 or the FY2016 grant number.

Project Name: \_\_\_\_\_  
 Project Grant Number: \_\_\_\_\_

3. Give the number of units/beds for which this project is currently funded. This must be the same information as what is given in question 4B (Housing Type and Location) of the renewal project application for this project.

Total number of units: \_\_\_\_\_  
 Total number of beds: \_\_\_\_\_  
 Number of beds dedicated to the chronically homeless: \_\_\_\_\_

**Part II: Reason for Expansion Request**

1. Select the reason(s) why additional funding is being sought to expand the PSH or RRH project. You may select as many as apply. After selecting the reason(s) respond to the additional questions.

Place an "X" in the column next to each reason for why the project is requesting expansion funding. Then answer the additional questions for each reason selected.	
	<p><b>To increase the number of homeless persons served</b>                  Give the number of <i>additional</i> units/beds this project is requesting:</p> <p>Total number of <i>additional</i> units: _____                  Total number of <i>additional</i> beds: _____</p> <p>Note: All of the units in a PSH expansion project will be required to serve the DedicatedPLUS populations. This means these units may serve any of the populations given in the description of DedicatedPLUS above. Projects should note, however, that referrals for these units will still be made in accordance with the CoC's prioritization policies.</p>
	<p><b>To provide additional supportive services to homeless persons</b>                  If this is a reason for expansion, also indicate if the expansion will:</p> <p><input type="checkbox"/> Increase number of and/or expand variety of supportive services provided; AND/OR  <input type="checkbox"/> Increase frequency and or intensity of supportive services</p> <p>In addition to selecting one or both of the above, also provide a reason for why the supportive services need to be increased from the current grant:</p>

	<p><b>To bring existing facilities up to state/local government health and safety standards</b></p> <p>If this is selected as a reason for expansion, describe the following:</p> <ul style="list-style-type: none"> <li>• The work needed to be done to bring the facilities up to health and safety standards</li> <li>• The total estimated cost of the work</li> <li>• The estimated timeline for the work to be completed</li> <li>• All the sources of funding that will be used to complete the work</li> </ul>
	<p><b>Replacing the loss of nonrenewable funding (private, federal, other excluding state/local government)</b></p> <p>If this is selected as a reason for expansion, describe the following:</p> <ul style="list-style-type: none"> <li>• What is the source of non-renewable funding (should indicate that funds are not controlled by the state or local government)?</li> <li>• What were those funds used for? What types of services did they support?</li> <li>• Why are the project funds non-renewable?</li> <li>• On what date will the non-renewable funds expire?</li> <li>• What steps were taken to obtain other funding sources?</li> <li>• Why are CoC Program funds necessary to continue operating the project?</li> </ul>

**Part III: Organizational Capacity**

- Complete parts a – c below to indicate the current staff/client ratio for this project and what the staff/client ratio will be if the project is expanded. This question will help reviewers understand the approximate size of client caseloads managed by front line staff. “Staff” in this question refers to the staff person who is the client’s primary point of contact once s/he is housed. This is the staff person who works with the client to help ensure s/he remains housed (for PSH projects) or transitions to permanent housing (for RRH projects) by providing an array of direct services as needed for the client. These are the staff who often have the title “case manager”, although organizations may use other titles.
  - Current project staff to client ratio: \_\_\_\_\_  
*Example: As response of “1 to 20” would mean that each staff has a caseload of 20 clients.*
  - Staff to client ratio under proposed expansion (current grant + expansion):  
 \_\_\_\_\_
  - Optional: Provide any additional comments on staff/client ratios.
- Describe your organization’s capacity to expand your current project. In your response, please include the following:
  - Describe how many, if any, additional staff will be hired for the expansion grant. Describe if these staff will be case management staff, administrative staff, other types of staff, or a combination. The timeline for the hiring process will be given below, in Part IV.

- b. If no additional case management (front line) staff will be hired with the expansion portion of this grant, describe how the organization will ensure that the additional clients that will be served via the expanded portion of the project will receive the services needed to help the clients move into or maintain housing.
  - c. Describe the organization's administrative capacity to expand the grant. Describe how the organization will ensure that the administrative needs of the grant will be met, which include, but are not necessarily limited to, overall management of the grant, timely and accurate rental payments to landlords, timely reporting to HUD and HAND, and HMIS data entry.
3. One of the factors that will be taken into consideration for expanding grants is the extent to which current grants are able to fully expend their funds. If the grant being expanded had any funds left unspent from its most recently completed grant term (the FY14 or FY15 term), describe how the organization will ensure that at least 95% of the entire grant (if not requesting rental assistance) or 90% of the entire grant (if requesting rental assistance) will be expended. "Entire grant" means the combined total of the current grant plus the expansion, as both projects will be combined into one grant agreement.
4. Please answer the following questions as it relates to the most recent *new* CoC grant your agency has been awarded that was awarded in the FY2015 CoC competition or earlier. Do not include projects funded in the FY2016 competition, as those projects are likely to just now be getting under contract.
- a. Identify the name of the project and funding year of the most recent new CoC grant awarded your agency.
  - b. Describe the timeline for the implementation of this grant. Specifically, after receiving the completed grant agreement from HUD, how long did the following take:
    - i. The hiring of additional staff
    - ii. Leasing up/moving in the first client
    - iii. Reaching full occupancy
  - c. What challenges, if any, did your agency encounter with ramping up this new project? What steps will be taken to prevent those same challenges if your expansion project is funded?

#### Part IV: Project Schedule

1. 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)*

## Expansion Request Budget

Select which of the following budget lines you are requesting for your expansion project, and then complete the budget charts below.

	Sponsor-Based Rental Assistance
	Tenant-Based Rental Assistance
	Leasing
	Operations
	Supportive Services
	HMIS

### Budget Restrictions

The following budget lines cannot be combined

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

Please be mindful of the budget lines in your current grant, so that you do not request a budget line with this expansion that would conflict.

### Permanent Supportive Housing Projects

PSH projects may select any of the above budget lines.

### Rapid Rehousing Projects

RRH projects may only select the following:

- Tenant-Based Rental Assistance
- Supportive Services
- HMIS

Based on the budget option being requested, complete the following budget charts below.



**Sponsor Based Rental Assistance Budget Chart**

Note: If requesting sponsor-based rental assistance, the project must have identified a sub-recipient that will own or lease the units. This organization must be identified on page 5.

Size of Unit*	# of Units to be Supported by Grant		FY2017 FMR Budget must be calculated using FY2017 FMR rates		12 months		Rental Assistance Request	
SRO		X	\$434	X	12	=		
0 Bedroom		X	\$578	X	12	=		
1 Bedroom		X	\$701	X	12	=		
2 Bedroom		X	\$911	X	12	=		
3 Bedroom		X	\$1,207	X	12	=		
4 Bedroom		X	\$1,300	X	12	=		
<b>Total units requested:</b>			<b>Total Sponsor-Based Rental Assistance Request (1-Year budget):</b>					
							↑ <i>enter amount in line 1 of summary budget</i>	

**Tenant Based Rental Assistance Budget Chart**

Size of Unit*	# of Units to be Supported by Grant		FY2017 FMR Budget must be calculated using FY2017 FMR rates		12 months		Rental Assistance Request	
SRO		X	\$434	X	12	=		
0 Bedroom		X	\$578	X	12	=		
1 Bedroom		X	\$701	X	12	=		
2 Bedroom		X	\$911	X	12	=		
3 Bedroom		X	\$1,207	X	12	=		
4 Bedroom		X	\$1,300	X	12	=		
<b>Total units requested:</b>			<b>Total Tenant-Based Rental Assistance Request (1-Year budget):</b>					
							↑ <i>enter amount in line 2 of summary budget</i>	

**Leasing Budget Chart**

Size of Unit*	# of Units to be Supported by Grant		FY2017 FMR, given for reference only	HUD Paid Rent Amount (may be at or below FMR)		12 months		Leasing Request	
SRO		X	\$434		X	12	=		
0 Bedroom		X	\$578		X	12	=		
1 Bedroom		X	\$701		X	12	=		
2 Bedroom		X	\$911		X	12	=		
3 Bedroom		X	\$1,207		X	12	=		
4 Bedroom		X	\$1,300		X	12	=		
<b>Total units requested:</b>			<b>Total Leasing Request (1-Year budget):</b>						
								↑ 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)		
<b>Total Annual Amount Requested (1-year budget)</b>		
		↑ 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.

<b>Eligible Costs</b>	<b>Quantity Description</b> <i>For staffing costs requested, indicate the number of FTEs included in the request.</i>	<b>Annual Amount Requested</b>
1. Annual assessment of service needs		
2. Assistance with Moving Costs <i>(limited to truck rental and/or hiring a moving company)</i>		
3. Case Management		
4. Food		
5. Housing Search and Counseling Services		
6. Legal services		
7. Life Skills		
8. Outreach services		
9. Transportation		
10. Utility deposits <i>(eligible cost only if not included in rental/leasing agreement)</i>		
<b>Total Supportive Services Request (1-year budget)</b>		
		↑ <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.

<b>Eligible Costs</b>	<b>Quantity Description</b> <i>For personnel costs requested, indicate the number of FTEs included in the request.</i>	<b>Annual Amount Requested</b> <i>(may only request 1 year)</i>
1. Equipment		
2. Software		
3. Personnel		
<b>Total Annual Amount Requested (1-year budget)</b>		
		↑ <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	<b>Sub-Total Amount Requested</b> <i>(add lines 1 through 6)</i>	
8	<b>Administrative Costs</b> <i>(Up to 7% of line 7)</i>	
9	<b>Total Assistance + Admin Requested</b>	
	<b>To Calculate Match Requirement</b>	
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	<b>Total Match</b> <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)	(E)	(F)
<b>Eligible Costs</b>	<b>CoC Funding Request</b> <i>(must be same as in summary chart above)</i>	<b>Matching Funds for this expansion</b> <i>(must be the same as in the matching chart below)</i>	<b>CoC Funding Request for current grant</b> <i>(this must be the same amount of the current renewal project)</i>	<b>Matching Funds for current grant</b> <i>(these are the funds used to match your current grant)</i>	<b>Additional Funding</b> <i>(these are funds in addition to match; also complete table below)</i>	<b>Total</b> <i>(sum across the rows)</i>
Acquisition/Rehabilitation/ New Construction						\$
Rental Assistance						\$
Leasing						\$
Operations						\$
Supportive Services						\$
HMIS						\$
Administrative Costs						\$
<b>Total (sum columns A - E)</b>	\$	\$			\$	
					<b>GRAND TOTAL</b> <i>(sum of column F)</i>	\$

<b>Additional Funding Detail</b>		
<p>In this table, provide details on the sources of additional funding, as given in the chart above. <i>NOTE: These are sources of funding over and above the CoC funding request and the match requirements. Do not include matching funds here; information on matching funds should be given in the chart on the next page.</i></p>		
<b>Name of Funding Source (ie, XYZ Foundation, private donations, etc)</b>	<b>Amount of actual/expected commitment</b>	<b>Actual or expected commitment from the funding source? (select one)</b>
		<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 table 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 #1? (✓ 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.				
<b>Total (should equal line 11 in summary budget chart</b>						

\*An agency may split up a source of match 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 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 sources across all 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 #2)**

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), in accordance with the CAM policies and procedures for that project type.
- 4) The data submitted with this application (in both the APR submitted to HUD via Sage 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 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 FY2017 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 31, 2017, my new project application(s) will not be submitted to HUD via eSNAPS for funding.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Executive Director or authorized representative)*

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





## Detroit Continuum of Care Request for Proposals Availability of Funds for New Housing Projects and new Coordinated Entry Projects June 9, 2017

In the FY2017 Continuum of Care (CoC) competition, the Detroit CoC is soliciting proposals for new projects. The new projects to be funded may be Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), a joint-component Transitional Housing-Rapid Rehousing (TH-RRH), or Coordinated Entry Supportive Services Only (CE-SSO).

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 10, 2017 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 FY2017 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)
- 4) Joint-component Transitional Housing-Rapid Rehousing
- 5) Coordinated Entry Supportive Services 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 total amount of funding available from each source is unknown. The final 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 FY2017 NOFA. The table below details the type of funding that may be used to fund the different types of projects. The total number of projects the CoC anticipates submitting to HUD for funding will depend upon the number and quality of proposals received and the total amount of funding available.

	<b>Reallocated Funding</b>	<b>Permanent Housing Bonus</b>
Total new project funding available	To be determined	Unknown
Types of projects that could be funded	<ul style="list-style-type: none"> <li>• PSH for chronically homeless – including individuals, families, or youth.</li> </ul>	<ul style="list-style-type: none"> <li>• PSH for chronically homeless – including individuals, families, or youth.</li> </ul>

	<b>Reallocated Funding</b>	<b>Permanent Housing Bonus</b>
	<ul style="list-style-type: none"> <li>• RRH projects for individuals, families, or youth coming from the streets or shelter; may include people fleeing D.V.</li> <li>• New joint component TH-RRH for individuals or families</li> <li>• Coordinated Entry SSO</li> </ul>	<ul style="list-style-type: none"> <li>• RRH projects for individuals, families, or youth coming from the streets or shelter; may include people fleeing D.V.</li> <li>• New joint component TH-RRH for individuals or families</li> </ul>

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 or project based) must serve people who are chronically homeless. This may include chronically homeless individuals, families, or youth.
- Rapid Rehousing (scattered site only) must serve families, individuals, or unaccompanied youth coming from the streets or an emergency shelter. This includes persons fleeing domestic violence.
- Joint Component Transitional Housing-Rapid Rehousing must serve individuals or families
- Coordinated Entry SSOs must serve any person who is accessing the CoC’s Coordinated Entry system (CAM)

**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 [FY2017 CoC Registration Notice](#)<sup>1</sup> 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 new RRH, or new joint component TH-RRH projects are given in the registration notice.

The following details will be made known once the FY2017 CoC Program NOFA is released:

- The amount of Permanent Housing Bonus funding available.
- Additional programmatic requirements for new projects.

**New Joint Component Transitional Housing-Rapid Rehousing Project Type**

The Registration Notice for the FY2017 CoC competition states that HUD will fund a new joint component project type that combines the Transitional Housing and Rapid Rehousing components into one project type.

<sup>1</sup> URL: <https://www.hudexchange.info/resource/5308/fy-2017-coc-program-registration-notice/>

As of the release of this RFP (June 9) information on this new project type is limited to what is given in the Registration Notice. It is anticipated that the NOFA will provide additional information on this new project type. Until then, the following is known about this new project type

- Projects may serve individuals or families.
- Applicants for this project type must be able to demonstrate an ability to provide both TH and RRH services.
- There must be a seamless program design between the TH portion and RRH portion of the project.
- Budget lines will be limited to:
  - Short- to medium-term tenant-based rental assistance
  - Supportive Services
  - HMIS
  - Administration

The following are assumptions made about this new project type. These assumptions are based on information given in the Registration Notice and information received from the National Alliance to End Homelessness. Note the accuracy of these assumptions will not be known until the NOFA is released:

- Project participants must be able to choose if they want to participate in the Transitional Housing part of the project, or if they would prefer to participate only in the Rapid Rehousing part of the project.
- The maximum amount of time a person may be in the project is 24 months (two years).
- As operating costs and leasing costs are not allowed for these projects, but rather only tenant based rental assistance (TBRA) these projects will be required to rent units on a scattered-site basis. The lease for the unit will be between the program participant and the landlord.
- It should be assumed that these projects are expected to more closely resemble Rapid Rehousing projects than Transitional Housing projects.

### **Review, Scoring, and Selection Process**

Applications will be reviewed by the CoC Lead Agency 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. It is anticipated that a decision on which new project(s) to submit for funding will be made by August 2017. The timeline for making a decision will be dependent 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.

New projects will be ranked according to the FY2017 Project Ranking Policies, which may be found [here](#).

### **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 for new project 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) Attend the mandatory meeting to be held for prospective applicants on June 9, 2017, at 10:30 AM 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: Language used in the 2016 new project RFP

- 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.

### **Applicant Competitive Characteristics for Joint Component TH-RRH**

In addition to the eligibility criteria above, applicants applying for the new joint component Transitional Housing-Rapid Rehousing (TH-RRH) project type 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 provide *both* Transitional Housing *and* Rapid Rehousing services. Projects that are able to demonstrate an ability in providing only one type of these housing intervention will be

less competitive. Please note this is an evaluation criteria HUD will be considering in their review of these projects.

- 3) A demonstrated ability to leverage Medicaid resources for support services provided within a person's residence.
- 4) A demonstrated ability to leverage other mainstream resources to support the project.
- 5) A demonstrated capacity and experience in successfully managing federal funding.
- 6) A demonstrated ability to implement projects using a Housing First approach.
- 7) Experience of successfully using the Homeless Management Information System (HMIS), and adherence to the HMIS Policies and Procedures.

### **Applicant Competitive Characteristics for SSO for Coordinated Entry**

In addition to the eligibility criteria above, applicants applying for new SSO funding for Coordinated Entry that are able to demonstrate the following may be more competitive to receive funding. These competitive characteristics include:

- 1) Experience in the following:
  - a. Conducting VI-SPDAT and/or full SPDAT assessments<sup>2</sup> on individuals and families.
  - b. Providing navigation services to individuals and families that are seeking housing. Navigation includes the following activities:
    - i. Completing Full SPDAT Assessments) to determine housing need and begin development of housing plan.
    - ii. Assisting with obtaining housing eligibility documents such as ID, Social Security card, etc.
    - iii. Completing "match ready" packets for referral to RRH or PSH.
    - iv. Assisting with the completion of housing applications, and providing follow-up as needed.
    - v. Acting as housing counselor and advocate for participants when necessary.
    - vi. Making appropriate referrals/linkages as recommended by assessment and/or as needed. Act as housing counselor and advocate for participants when necessary
    - vii. Make appropriate referrals/linkage as recommended by assessment and/or needed
- 2) A demonstrated ability to work collaboratively with other providers in the community.
- 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) Experience of successfully using the Homeless Management Information System (HMIS), and adherence to the HMIS Policies and Procedures.

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<sup>2</sup> VI-SPDAT: Vulnerability Index Service Prioritization Decision Assistance Tool; SPDAT: Service Prioritization Decision Assistance Tool. These are the common assessment tools used in the Detroit CoC to help determine housing needs.

## Project Requirements

### General Requirements for All Housing Project Types

All new 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, RRH, and joint-component TH-RRH.

- 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 models

More details on what HUD expects for Housing First CoC programs, may be found in their [“Housing First in Permanent Supportive Housing” brief](#)<sup>3</sup>.

- 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. Units for new projects may only be filled via the CAM process.
- 3) The project must comply with all program regulations as found in the [Continuum of Care Program Interim Rule 24 CFR Part 578](#)<sup>4</sup>.
- 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 for PSH projects and within 3 months for RRH and TH-RRH projects.
- 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](#)<sup>5</sup> and [here](#)<sup>6</sup>.

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

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

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

<sup>6</sup> 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 people who are chronically homeless. This may include chronically homeless individuals, families, or youth.
- 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 exceeds 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 people who are chronically homeless. This may include chronically homeless individuals, families, or youth.
- 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 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.

#### **Additional Requirements for Joint Component Transitional Housing- Rapid Rehousing**

In addition to the general project requirements above, joint component Transitional Housing-Rapid Rehousing projects must also meet the following requirements:

- 1) Must provide tenant-based rental assistance only.
- 2) Must serve families or individuals.
- 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. It is assumed this requirement will apply to the joint component project type.
- 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.
- 6) Must meet any additional programmatic requirements as given in the FY2017 CoC NOFA.

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

#### **Requirements for Coordinated Entry SSO**

In addition to the general project requirements above, projects seeking SSO funding for Coordinated Entry must also meet the following requirements:

- 1) May only request a 1-year budget.
- 2) 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](http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf)<sup>7</sup> guidebook. The Dimensions of Quality were developed to assist organizations that are considering developing PSH or that already operate PSH. The

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<sup>7</sup> URL: [http://www.csh.org/wp-content/uploads/2013/07/CSH\\_Dimensions\\_of\\_Quality\\_Supportive\\_Housing\\_guidebook.pdf](http://www.csh.org/wp-content/uploads/2013/07/CSH_Dimensions_of_Quality_Supportive_Housing_guidebook.pdf)



accompanying [Supportive Housing Quality Toolkit](#)<sup>8</sup> 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](#)<sup>9</sup> (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](#)<sup>10</sup> (published by HUD in July 2014)
- [Rapid Rehousing: A History and Core Components](#)<sup>11</sup> (published by the National Alliance to End Homelessness in April 2014)
- [Core Component of Rapid Rehousing](#)<sup>12</sup> (published by the National Alliance to End Homelessness in February 2014)

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.

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<sup>8</sup> URL: [http://www.csh.org/qualitytoolkit\\_TOC](http://www.csh.org/qualitytoolkit_TOC)

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

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

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

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

## **Project Quality Standards for Joint Component Transitional Housing- Rapid Rehousing (TH-RRH)**

As this is a new project type, with limited information on project performance expectations, potential applicants should review the “Project Quality Standards for Rapid Rehousing” above for insight on potential project quality standards for TH-RRH projects. It is assumed that HUD will expect this new project type to more closely reflect RRH projects than TH projects.

## **Allowable Costs & Initial Project Terms**

All projects are limited to requesting only a 1-year budget for the initial project term. 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

### **Allowable Costs: Project-Based PSH**

#### Allowable Costs

Project-based PSH may request the following budget lines:

- 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.

#### **Allowable Costs: Joint Component Transitional Housing-Rapid Rehousing**

##### Allowable Costs

Transitional Housing-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.

## Allowable Costs: SSO for Coordinated Entry

### Allowable Costs

A Supportive Services Only (SSO) for Coordinated Assessment may request the following budget lines:

- Supportive Services
- HMIS
- Administrative Costs (up to 7% of project costs)

## 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](#)<sup>13</sup>. 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](http://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

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

tenant, supportive services may be provided either through home visits to the tenant's unit, or at other locations in the community

### 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 10, 2017 at 3:00 PM**. Please note the time application materials are due. They are due on **July 10, 2017 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 1<sup>st</sup> floor.

### Additional Information

For questions or additional information, please contact Amanda Sternberg at [Amanda@handetroit.org](mailto:Amanda@handetroit.org) or 313-964-3666 x104.

**Scoring Criteria for New Project Applications**  
**Permanent Supportive Housing (PSH) & Rapid Rehousing (RRH) & Transitional Housing-Rapid Rehousing (TH-RRH)**

**Scoring Criteria for Housing Projects**

Applications applying for new PSH, RRH, or TH-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 and TH- RRH
<b>Applicant Experience &amp; Capacity</b>	<ul style="list-style-type: none"> <li>• If agency currently provides RRH or PSH (points if “yes”)</li> <li>• If applying for TH-RRH project, points given if “yes” to being a current RRH provider and a current or former provider of TH.</li> <li>• Any outstanding concerns with current CoC grants</li> <li>• Clarity of roles of partners on project (if applicable)</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	5	5	5
<b>Attachments</b> (inclusion and content of)	<ul style="list-style-type: none"> <li>• Required attachments all submitted, and no concerns/issues noted therein</li> <li>• Audit will be reviewed separately, as noted below.</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	5	5	5
<b>Project Description</b>	<ul style="list-style-type: none"> <li>• Clarity of overall description of project</li> <li>• Extent to which project will be able to be in operation w/in 6 months of receiving grant</li> </ul>	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 and TH- RRH
	<p>agreement for PSH projects and within 3 months for RRH and TH-RRH projects.</p> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>• Timeframe for RRH project start up changed from 6 months to 3 months.</li> </ul>			
<b>Housing First Experience</b>	<ul style="list-style-type: none"> <li>• Description of how they incorporate Housing First</li> <li>• Review an example of lease (required attachment)</li> <li>• Review of eviction prevention policies (required attachment)</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	22	22	22
<b>Participation in CAM</b>	<ul style="list-style-type: none"> <li>• Up to 10 points will be awarded proportionally for the proportion of the points the project earns on the CAM participation portion of its renewal application(s). For example, if an agency earned 80% of the points possible for CAM participation in the renewal application, that agency's new project application would earn 8 out of the 10 points for this section.</li> <li>• Agencies that do not currently receive CoC funding or that have never participated in CAM will be unable to earn these points, and therefore points associated with this criterion will be removed</li> </ul>	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 and TH- RRH
	<u>Change from 2016</u> <ul style="list-style-type: none"> <li>Change to align with how renewal project applications are scored.</li> </ul>			
<b>Ability to Leverage Medicaid &amp; Mainstream Services</b>	<ul style="list-style-type: none"> <li>Extent to which agency has activities in place to enroll persons in Medicaid or other mainstream resources (all)</li> <li>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)</li> <li>The greater extent to which agency is able to leverage Medicaid or other mainstream resources, the greater ability to earn points</li> </ul> <u>Change from 2016</u> <ul style="list-style-type: none"> <li>None</li> </ul>	20	20	10
<b>Site Description</b>	<ul style="list-style-type: none"> <li>Description of the project site and its' appropriateness as PSH</li> <li>Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc)</li> <li>Extent to which units are private (more private the unit, more points that may be earned)</li> </ul> <u>Change from 2016</u> <ul style="list-style-type: none"> <li>None</li> </ul>	N/A	23	N/A
<b>Relationships with Landlords</b>	<ul style="list-style-type: none"> <li>How the agency works with landlords to recruit their participation</li> </ul>	23	N/A	33



Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH and TH- RRH
	<ul style="list-style-type: none"> <li>How agency ensures on-going communication and maintenance of positive relationships with landlords</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>			
<b>Client Services &amp; Outcomes</b>	<ul style="list-style-type: none"> <li>Extent to which past clients have been able to obtain/maintain permanent housing and increase income/employment (based on data provided)</li> <li>Extent to which project assists client with connecting to other mainstream services</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>	15	15	15
<b>Budget, Costs, Match, &amp; Leveraging</b>	<ul style="list-style-type: none"> <li>Documentation of leveraging and match</li> <li>Budget requests allowable costs</li> <li>Per-unit cost (agencies will be required to submit entire budget for project, not just the CoC funds being requested)</li> <li>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</li> </ul> <p><u>Change from 2016</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>	15	15	15
<b>Review of Entire Applicant CoC Portfolio</b>	<ul style="list-style-type: none"> <li>The portfolio of all an applicant and/or subrecipient's current CoC-funded projects that are applying for renewal in FY2017 will be reviewed. If an applicant and/or subrecipient</li> </ul>	-10 if renewal(s) do not pass threshold	-10 if renewal(s) do not pass threshold	-10 if renewal(s) do not pass threshold

Topic of Evaluation	Review will take into consideration:	Max Points Possible		
		Scoring for PSH: Scattered-Site	Scoring for PSH: Project-Based	Scoring for RRH and TH- RRH
	<p>has any renewal projects in FY2017 that do not pass the renewal project threshold, ten (10) points will be deducted from the new project application's overall score.</p> <ul style="list-style-type: none"> <li>This policy will not apply to applicants/subrecipients that are not currently recipients of CoC funding.</li> </ul>			
<b>Total Maximum Points Possible</b>		<b>125</b>	<b>125</b>	<b>125</b>

**Scoring Criteria for Coordinated Entry Supportive Services Only (CE-SSOs)**

Application for new SSO funding for Coordinated Entry will be scored and evaluated on the following components:

Area of Evaluation	Points Possible
Agency Experience & Capacity	20
Attachments (inclusion & content of)	5
Experience in Specific Area(s) of Request	30
Additional Areas of Agency Experience	10
Housing First Experience	10
Obtaining and Maintaining Permanent Housing	10
Budget, Costs, Match, and Leveraging	15
Review of Entire Applicant CoC Portfolio <ul style="list-style-type: none"> <li>The portfolio of all an applicant and/or subrecipient's current CoC-funded projects that are applying for renewal in FY2017 will reviewed. If an applicant and/or subrecipient has any renewal projects in FY2017 that do not pass the renewal project threshold, ten (10) points will be deducted from the new project application's overall score</li> <li>This policy will not apply to applicants/subrecipients that are not currently recipients of CoC funding.</li> </ul>	-10 if renewal(s) do not pass threshold
<b>Total Points Possible</b>	<b>100</b>

### 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.



## **FY2017 Detroit Continuum of Care Competition Ranking Policies**

### **Eligibility**

In order to be submitted to HUD for renewal, projects in the Detroit Continuum of Care 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 the CoC.
- 4) Projects that were required by the CoC to participate in technical assistance in previous competition years must be compliant with all requirements in the projects' technical assistance plan.
- 5) Meet all HUD eligibility criteria, as outlined in the FY2017 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 attend the **June 9, 2017** Detroit CoC grantee meeting, held at **10:30 AM** 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).

### **FY2017 Detroit CoC Project Ranking Policies**

Projects seeking CoC funding in the FY2017 competition will be ranked in the following order:

1. The CoC's renewal infrastructure projects will be ranked first, in the following order:
  - a. HMIS renewal projects in by overall percentage scored on the application, from highest to lowest.
  - b. SSO projects dedicated to Coordinated Assessment Model (CAM) by overall percentage scored on the application, from highest to lowest.
2. New project(s) created via reallocation in FY2017 in the following order:
  - a. PH-PSH project(s) in the following order:
    - i. Highest overall percentage scored 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 percentage scored 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. TH-RRH combination project(s) in the following order:
    - i. Highest overall percentage scored 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.
      - *NOTE: The CoC Board may determine it will not consider new applications for this project type.*
  - d. Supportive Services Only (SSO) projects dedicated for Coordinated Entry in the following order:
    - i. Highest overall percentage scored 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.
      - *NOTE: The CoC Board may determine it will not consider new applications for this project type.*
- 3. New Permanent Housing Bonus Project(s) ranked in the following order:
  - a. Highest overall percentage scored 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) by overall percentage scored on the application, from highest to lowest.
    - i. 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) by overall percentage scored on the application, from highest to lowest.
    - i. If needed as a tie breaker, in order of the time application was submitted to HAND, from first submitted to last.
- 5. Permanent Supportive Housing (PSH) projects for which at least 50% of the clients served over the last year (Jan – Dec 2016) were chronically homeless ranked by overall percentage scored on the renewal application, from highest to lowest.
- 6. Remaining Permanent Supportive Housing (PSH) projects and all Rapid Rehousing (RRH) by overall percentage scored on the renewal application, from highest to lowest.
- 7. All Transitional Housing (TH) projects by overall percentage scored on the renewal application, from highest to lowest.
- 8. All Supportive Services Only (SSO) projects not designated for Coordinated Entry (CAM) by the overall percentage scored on the renewal application, from highest to lowest.

**Tie-Breaking Criteria for Ranking Policies 5 through 8**

Tie-breakers for ranking policies 5 through 8 will be applied in the following order:

- 1. First tie-breaker: the *percentage* on component 2A of the project-specific housing performance in the local application
- 2. Second tie-breaker: the *percentage* on component 2B of the project-specific housing performance in the local application
- 3. Third tie-breaker: the *percentage* on component 1A of the project performance in the local application (leaving with source of cash income)

4. Fourth tie-breaker: the *percentage* on component 1B of the project performance in the local application (leaving with source of non-cash income)

### **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.

### **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 Committee will review the feasibility plan, and decide whether the project would be feasible at the reduced amount. If the Committee decides it will be feasible, the project will be submitted as is, straddling the Tier 1/Tier 2 line.
3. If the Committee 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 allocate the remaining funds to another project in Tier 1 that can accept additional funds. The Collaborative Applicant will make a recommendation on this allocation; 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 given point scale which will be given in the FY2017 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 in accordance with the Appeals Policy.

### **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 Appeals Policy.

### **Policy Review Post NOFA Release**

The Detroit CoC Board approved the preliminary ranking policies on June 5, 2017 , prior to the release of the FY2017 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 FY2017 NOFA to ensure the policies aligned with, and did not contradict, the NOFA.

### **Final Ranking List Review and Recommendation**

Following the submission, review, and scoring of all renewal and new project applications, a preliminary project ranking list will be developed in accordance with the above policies. This ranking list, with projects identified by name and type, will be reviewed by the Values & Funding Priorities Committee. The Values & Funding Priority Committee may recommend to the CoC board that a project(s) that would have been in Tier 2 because of the ranking policies instead be placed into Tier 1. If the Committee chooses to move a Tier 2 project up to Tier 1, it will need to provide rationale for the recommendation. The Committee will present its final recommended project ranking list to the CoC board in accordance with the timeframe required by HUD. The CoC board will make the final decision on the project ranking list.

### **Placement of Permanent Housing Bonus Project(s)**

Following the submission, review, and scoring of all renewal and new project applications, a preliminary project ranking list will be developed in accordance with the above policies. This ranking list, with projects identified by name and type, will be reviewed by the Values & Funding Priorities Committee. The Values & Funding Priorities may recommend to the CoC Board that some or all of the new Permanent Housing Bonus project(s) that would have been placed in Tier 1 (ranking policy #3) instead be placed into Tier 2. If the Committee chooses to recommend this action, it will need to provide rationale for the recommendation. The Committee will present this recommendation to the CoC Board. The CoC Board will make the final decision.



## **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](http://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](#)<sup>1</sup>.

## 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
<b>CoC Application Score</b>	<b>200</b>	<b>165.5</b>
Bonus Points – Early Submission	3	3
<b>Total CoC Score with Bonus Points</b>	<b>203</b>	<b>168.5</b>

### 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.

<sup>1</sup> 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	
<b>April - May</b>	Meetings of Values & Funding Priorities Taskforce <ul style="list-style-type: none"> <li>• Meeting minutes to be posted to HAND's website</li> </ul>
MAY	
<b>May 2</b>	Detroit CoC Board Meeting
<b>May 2</b>	Draft renewal application policies for CoC review and comment
<b>May 4</b>	CoC Registration due to HUD
<b>May 9</b>	Comments to draft renewal application policies due
<b>May 25</b>	Grants Inventory Worksheet (GIW) submitted due to HUD
JUNE	
<b>June 6</b>	Detroit CoC Board Meeting
<b>June 10</b>	Release of application materials
<b>June 14 – 1:30 PM,</b> 16130 Northland Dr., Southfield, MI	<b>Mandatory HUD All-Grantee Meeting for FY2016 CoC competition.</b> Agenda will cover: <ol style="list-style-type: none"> <li>1. Renewal project application and evaluation process</li> <li>2. RFP for new project funding</li> </ol>
<b>June 21</b>	<b>Renewal project application materials due</b> to HAND by <b>3:00 PM</b>
<b>June 22 – July 6</b>	Renewal project review and scoring
<b>Late June</b>	Anticipated NOFA release
JULY	
<b>Early July</b>	Reconvening Values & Funding Priorities Taskforce as needed to finalize policies per NOFA
<b>July 7</b>	Renewal project scores, notice of appeals process
<b>July 11</b>	<b>New project applications due</b> to HAND by <b>3:00 PM</b>
<b>July 12 – 21</b>	New project review; recommendations developed
<b>July 18</b> (or 10 days after receipt of project score)	Appeals due
<b>July 19 – 22</b>	Appeals committee meet; developed recommendations
<b>July 22</b>	Recommendations to CoC Board: appeals recommendations, new project recommendations
<b>Mid-late July</b>	Renewal project applicants being entering applications in eSNAPS; entries reviewed and sent back for corrections as needed on rolling basis
AUGUST	
<b>August 1</b>	Detroit CoC Board meeting: makes decisions on appeals and new projects
<b>By August 5</b>	Agencies informed of results of CoC board decision for appeals and new projects
<b>Mid-August</b>	New project entry into eSNAPS
<b>August 10</b> (or 15 days prior to application submission deadline)	Project applicants notified if their project will be submitted as part of the CoC application
<b>August 15</b>	Initial project ranking list
<b>August 16 – August 19</b>	Values & Funding Priorities Taskforce to review feasibility of any projects straddling Tier 1/Tier 2 funding line
<b>August 20</b> (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)
<b>August 23</b> (or 2 days prior to due date)	CoC application (draft), project listing publicly posted
<b>August 25</b> (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
<b>#1</b>	<b>Mainstream Resources &amp; Employment: Applies to PSH, RRH, TH, and SH Only</b> <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	<b>New in FY2016</b>
	(E) Leavers with Increase in Earned Income	2	<b>New in FY2016</b>
	(F) Leavers & Stayers Increase in Non-Employment Cash Income	2	<b>New in FY2016</b>
	(G) Leavers & Stayers Increase in Earned Income	2	<b>New in FY2016</b>
<b>#1</b>	<b>Mainstream Resources &amp; Employment: Applies to SSO Only</b> <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
<b>#2</b>	<b>Housing Performance</b> <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
<b>#3</b>	<b>Financial Performance</b>	15	Same as in FY2015
<b>#4</b>	<b>HMIS Participation</b> <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	
<b>#5</b>	<b>Consumer Participation</b> <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.		
<b>#6</b>	<b>CoC Participation</b> <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	
<b>#7</b>	<b>CAM Participation</b>	2	<b>New in FY2016</b>
	<b>Total Points Possible</b>	<b>102</b>	

**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:

<b>Timely and Correct Renewal Project Application Submission</b>	<b>Points to be Deducted</b>
<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 <b>each</b> 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>	<p>3 points per late or incorrect item</p>

**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"> <li>• 60% - 100%: 3 points</li> <li>• 40% - 59%: 1.5 pts</li> <li>• Below 40%: 0 pts</li> </ul>
<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"> <li>• 80% - 100%: 2 pts</li> <li>• 60% - 79%: 1 pts</li> <li>• Below 60%: 0 pts</li> </ul>
<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"> <li>• 20% - 100%: 2 pts</li> <li>• 10% - 19%: 1pts</li> <li>• Below 10%: 0 pts</li> </ul> <p><u>Scoring Scale for SH only</u></p> <ul style="list-style-type: none"> <li>• 5% - 100%: 2 pts</li> <li>• 3% - 4%: 1 pts</li> <li>• Below 3%: 0 pts</li> </ul>
<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"> <li>• 25% - 100%: 2 pts</li> <li>• 10% - 24%: 1pts</li> <li>• Below 9%: 0 pts</li> </ul>
<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"> <li>• 10% - 100%: 2 pts</li> <li>• 5% - 9%: 1pts</li> <li>• Below 5%: 0 pts</li> </ul> <p><u>Scoring Scale for SH only</u></p> <ul style="list-style-type: none"> <li>• 5% - 100%: 2 pts</li> <li>• 3% - 4%: 1 pts</li> <li>• Below 3%: 0 pts</li> </ul>

<b>Measures for Leavers and Stayers Combined</b>	
<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"> <li>• 20% - 100%: 2 pts</li> <li>• 10% - 19%: 1pts</li> <li>• Below 9%: 0 pts</li> </ul>
<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"> <li>• 10% - 100%: 2 pts</li> <li>• 5% - 9%: 1 pts</li> <li>• Below 5%: 0 pts</li> </ul>

<b>Applies To: SSO only</b>	
<b>Measures for Leavers Only</b>	<b>Scoring range and points possible</b>
<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"> <li>• 60% - 100%: 6 points</li> <li>• 40% - 59%: 4 pts</li> <li>• Below 40%: 0 pts</li> </ul>
<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"> <li>• 80% - 100%: 6 pts</li> <li>• 60% - 79%: 4 pts</li> <li>• Below 60%: 0 pts</li> </ul>
<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"> <li>• 20% - 100%: 3 pts</li> <li>• 10% - 19%: 1pt</li> <li>• Below 10%: 0 pts</li> </ul>



## Component #2: Housing Performance

Value = 40 points total

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

<b>Permanent Housing (PH) Projects</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 95% – 100%: 30 pts</li> <li>• 90% - 94%: 25 pts</li> <li>• 85% - 89%: 20 pts</li> <li>• 80% - 84%: 15 pts</li> <li>• 75% - 79%: 10 pts</li> <li>• Below 75%: 0 pts</li> </ul>
<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"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

<b>Transitional Housing (TH) Projects</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 85% – 100%: 30 pts</li> <li>• 80% – 84%: 25 pts</li> <li>• 75% – 79%: 20 pts</li> <li>• 70% – 74%: 15 pts</li> <li>• 65% – 69%: 10 pts</li> <li>• Below 65%: 0 pts</li> </ul>
<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"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

<b>Rapid Rehousing (RRH) Projects</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 85% – 100%: 30 pts</li> <li>• 80% – 84%: 25 pts</li> <li>• 75% – 79%: 20 pts</li> <li>• 70% – 74%: 15 pts</li> <li>• 65% – 69%: 10 pts</li> <li>• Below 65%: 0 pts</li> </ul>
<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"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

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

<b>Save Haven (SH) Projects</b>	
	<b>Scoring range and points possible</b>
<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"> <li>• 85% – 100%: 30 pts</li> <li>• 80% – 84%: 25 pts</li> <li>• 75% – 79%: 20 pts</li> <li>• 70% – 74%: 15 pts</li> <li>• 65% – 69%: 10 pts</li> <li>• Below 65%: 0 pts</li> </ul>
<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"> <li>• 90% – 100%: 10 pts</li> <li>• 75% – 89%: 5 pts</li> <li>• Below 75%: 0 pts</li> </ul>

### 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"> <li>• 1/27/2015</li> <li>• 3/10/2015</li> <li>• 4/21/2015</li> <li>• 8/4/2015</li> <li>• 8/25/2015</li> <li>• 10/6/2015</li> <li>• 11/17/2015</li> </ul>	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"> <li>• 90% - 100%: 6 pts</li> </ul>	Jan –Dec 2015	HMIS Lead Agency staff	Applies to: projects as identified below

	<ul style="list-style-type: none"> <li>• 50% - 89%: 3 pts</li> <li>• &lt;50%: 0 pts</li> </ul>			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.	<ul style="list-style-type: none"> <li>• 75% - 100%: 6 pts</li> <li>• 50% - 74%: 3 pts</li> <li>• &lt;50%: 0 pts</li> </ul>	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.
<b>Total Points Possible</b>	<b>20</b>			

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"> <li>• January 20, 2015</li> <li>• March 17, 2015</li> <li>• May 19, 2015</li> </ul>	2	<ul style="list-style-type: none"> <li>• Organization represented at 5 or more meetings: 2 points</li> <li>• Organization represented at 2 - 4 meetings: 1 point</li> <li>• Organization represented at 1 or fewer meetings: 0 points</li> </ul>

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

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



## 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](#)<sup>2</sup>. Details on how these measures will be calculated, performance expectations, and project type the measures will apply to, are under development.

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<sup>2</sup> 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:

<b>Organization</b>	<b>Project</b>	<b>Reason</b>
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
<b>COTS</b>	<b>Domestic Violence TH</b>	<b>Project prohibited from entering into HMIS per VAWA. Project will be required to submit project-specific performance data via other means established by HAND.</b>

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](mailto:alexis@handetroit.org), Selwin O'Neal at [selwin@handetroit.org](mailto:selwin@handetroit.org), or Kiana Harrison at [kiana@handetroit.org](mailto: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](mailto: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 1<sup>st</sup> floor.

## Evidence of Public Posting of CoC Review and Rating Procedures

### Screen shot 1 of 2

The screenshot shows a web browser window displaying the website for the Homeless Action Network of Detroit (HAND). The browser's address bar shows the URL: <http://www.handetroit.org/continuum-of-care-fundir>. The website's header is blue and features the HAND logo on the left, which includes a house icon with three figures inside and the text "hand HOMELESS ACTION NETWORK OF DETROIT". To the right of the logo are navigation links: "WHO WE ARE", "WHAT WE DO", "RESOURCES", "GET INVOLVED", and "CONTINUUM OF CARE". A "NEED HELP?" button is located in the top right corner of the header.

The main content area is divided into two columns. The left column contains a vertical menu with the following items: "CONTINUUM OF CARE", "ABOUT THE DETROIT COC", "COC BOARD", "COC COMMITTEES", "FUNDING", "REPORTS", "MEMBERSHIP MEETINGS", "DOCUMENTS", "COC PERMANENT SUPPORTIVE HOUSING", and "TRAININGS". The "FUNDING" item is highlighted in blue.

The right column features the main heading "FY2017 HUD CoC Application Materials" in large blue text. Below this heading are two links: "Draft FY2017 Detroit Continuum of Care Application (posted 9/14/2017)" and "FY2017 Detroit CoC Project Ranking list (posted 9/13/2017)".

Below the links, a note states: "Note the following due dates:". This is followed by a list of bullet points:

- Renewal project applications are due by 3:00 PM on **June 26, 2017**
- New project applications are due by 3:00 PM on **Friday, July 28, 2017** (note, this is a change from the original due date of July 10 and the first revised due date of July 24. Due to the delay in the release of the FY2017 NOFA, the due date for new project applications has been changed to two weeks after the NOFA release, which was July 14, to July 28, at 3:00 PM)
- Expansion grant opportunity for currently funded PSH or RRH providers (posted 8/11/2017)
  - Application Form (Word)
- FY2017 Renewal Application Policies & Procedures (posted 6/8/2017)
  - FY2017 Renewal Application in Word format (posted 6/8/2017)
- FY2017 New Project Request for Proposals (posted 6/8/2017)
  - Project Application: New Permanent Supportive Housing: Project-Based (posted 6/8/2017)
  - Project Application: New Permanent Supportive Housing: Scattered-Site (posted 6/8/2017)

The bottom of the screenshot shows the Windows taskbar with the search bar, taskbar icons for various applications, and the system tray showing the time as 1:50 PM on 9/20/2017.

## Evidence of Public Posting of CoC Review and Rating Procedures

### Screen shot 2 of 2

http://www.handetroit.org/continuum-of-care-fundir

Funding — Homeless Actio...

NOFA release, which was July 14, to July 28, at 3:00 PM)

COC PERMANENT  
SUPPORTIVE HOUSING  
TRAININGS

- [Expansion grant opportunity for currently funded PSH or RRH providers](#) (posted 8/11/2017)
  - [Application Form \(Word\)](#)
- [FY2017 Renewal Application Policies & Procedures](#) (posted 6/8/2017)
  - [FY2017 Renewal Application in Word format](#) (posted 6/8/2017)
- [FY2017 New Project Request for Proposals](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Project-Based](#) (posted 6/8/2017)
  - [Project Application: New Permanent Supportive Housing: Scattered-Site](#) (posted 6/8/2017)
  - [Project Application: New Rapid Rehousing](#) (posted 6/8/2017)
  - [Project Application: New Transitional Housing-Rapid Rehousing](#) (corrected version posted 7/20/2017)
  - [Project Application: New Coordinated Entry Supportive Services Only](#) (posted 6/8/2017)
- [FY2017 Renewal Project Self-Scoring Tools](#) (posted 6/12/2017)
  - [Permanent Supportive Housing \(PSH\)](#)
  - [Transitional Housing \(TH\)](#)
  - [Rapid Rehousing \(RRH\)](#)
  - [Non-Coordinated Entry Supportive Services Only \(Non CE-SSO\)](#)
  - [Coordinated Entry Supportive Services Only \(CE-SSO\)](#)

[FY2017 Project Ranking Policies](#) (posted 6/8/2017)

- [Values & Funding Priorities Taskforce Meeting Minutes](#) (posted 6/12/2017)
  - [March 9, 2017](#)
  - [March 23, 2017](#)

Type here to search

1:51 PM  
9/20/2017





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 20, 2017  
**Re:** CoC Process for Reallocating  
 (Attachment in response to CoC application question 1E-4)

---

The Detroit CoC is exercising option #2 as given in the CoC Application Detailed Instructions for application question 1E-4, in which the CoC is demonstrating it has cumulatively reallocated at least 20% of its Annual Renewal Demand (ARD) between the FY2013 and 2017 CoC Program Competitions. The calculations demonstrating that the Detroit CoC has exceeded this 20% threshold are given below.

<b>CoC FY2013 ARD = \$24,879,410</b>	
<b>Calculation – Step 1:</b> Add together the reallocated amounts:	
\$1,277,242	(FY2013 Reallocation Amount)
\$878,227	(FY2014 Reallocation Amount)
\$3,501,559	(FY2015 Reallocation Amount)
+ \$1,728,484	(FY2016 Reallocation Amount)
\$7,385,512	(Total Amount Reallocation for all four CoC Program Competition Years)
<b>Calculation – Step 2:</b> Divide the Total Amount Reallocated by the CoC’s FY 2013 ARD Amount.	
\$7,385,512 ÷ \$24,879,410 = <b>30%</b>	

# Detroit Continuum of Care Governance Charter

Detroit Continuum of Care  
Date of Approval: May 19, 2015  
Revised: May 16, 2017

# 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 and appointed 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 technical, 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. A Memorandum of Understanding between the Detroit Continuum of Care Board, Lead Agency, and Collaborative Applicant can be found in Addendum 1. This MOU outlines in more detail the roles, responsibilities, funding, and reporting/accountability between these partners.

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
  - o Continuum of Care Governance and Management
  - o System and Project-Level Performance
  - o Coordinated Assessment System
  - o Written Standards<sup>1</sup>
- Designating an HMIS for the Continuum of Care
- Planning for the Continuum’s Geographic Area
  - o 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 cities 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

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<sup>1</sup> \*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

## Detroit Continuum of Care Governance Charter

- 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 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*

**Agency/Organization Members-** In order to become a voting member of the Detroit Continuum of Care, a representative of an agency must be a member of the Detroit Continuum of Care in good standing, be located or provide services in the geographical area, 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.

**Individual Members-**An individual who does not work for or represent 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 50% of the regularly scheduled meetings within a calendar year. Attendance at meetings is tracked by voting member sign-in. Therefore, in order to remain in good standing, all Voting Members must attend at least 50% 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. Members must also complete the annual written disclosure statement based on the Continuum of Care Conflict of Interest policy.

### **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. 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 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

## 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, excluding persons who are elected under the “homeless or formerly homeless” Board seat. This seat will not be counted as a representative of a particular service provider. In all other cases, if during the term of an elected Board Member, the person leaves the agency/organization and moves to an agency already represented on the board, that person must resign their position. If an appointed Board Member leaves the agency/organization that appointed them they automatically resign their board position. The designee must then appoint a new Board Member.

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**



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- 4-7 Direct Homeless Service Providers, at least one (1) for a CoC Program Recipient
- 1-2 Homeless or Formerly Homeless Individuals
- 5-7 Members at Large (i.e. 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)

- Named designees for up to ten (10) **Appointed Seats**
  - Collaborative Applicant
  - Consolidated Plan Entity
  - CoC Lead Agency
  - Detroit City Council
  - ESG Grantee
  - Hamtramck, Mayor's Office
  - Highland Park, Mayor's Office
  - HMIS Lead
  - State Entity
  - Detroit Wayne Mental Health Authority

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. Proxy votes by appointed board members are considered if the request is made in writing to the Board Chair in advance of a board meeting.

The election process will include at least the following:

- Calls for nominations, vetting of nominations received, and ballot announcement will happen between the last two meetings 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

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- 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 Board, chairs the CoC Board meetings, designates a chair for the CoC membership 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, act 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, Secretary and may include a designee from the CoC Lead Agency.

## 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 has unexcused absences for two (2) Board regularly scheduled meetings in any twelve-month period.

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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 ¾ 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
- 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. Board Minutes will be published on the CoC Lead Agency's website. 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

### **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

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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 of this Governance Charter. Additional responsibilities required by the Continuum of Care Board include:

- Elect a Chairperson, Vice Chairperson and Secretary;
- Establish policies for funding and resource allocation;
- Set priorities for the CoC and establish an annual workplan;
- Take 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;
- Ensure that each Board Member serves on a Detroit Continuum of Care Committee
- 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;
- Designate the Housing Assessment Resource Agency (HARA) for administration of the MSHDA ESG Program; 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 and other interested parties 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:

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- **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.
  - o **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.
- **CoC General Membership Committee-** Plan and facilitate the CoC General Membership Meetings.
- **Values and Funding Priorities Committee-** Establish our community values and priorities that drive decisions on how community resources are utilized. Create policies to rank HUD CoC programs for the annual competition. Membership is appointed by the Board of Directors. Recommendations of the committee are presented and approved by the Board. This committee is not open to the public.

## 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. Committee membership will be submitted and approved by the Board on an annual basis.

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. All meetings are open to any interested party, unless noted.

## 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

Unless authority is otherwise designated to a Committee, the Detroit Continuum of Care Committees will make recommendations to the CoC Board for approval.

The Continuum of Care Committee(s) will strive to make decisions through 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 except as noted for general board meetings. 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 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:

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- 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;

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. The Continuum will review performance of the CoC Lead Agency every three years. The review will be based on the roles and responsibilities included in the MOU. 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 a legal entity 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. The Collaborative Applicant will submit the HUD Annual Performance Report and HUD Application for CoC Planning dollars to the CoC Board annually. 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 a legal entity 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-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

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 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. Housekeeping changes that do not change the content or intent of the charter can be made once a year by the CoC Board.

### Review and Updating History

Date Revision Approved	Summary	Summary of Vote
May 16, 2017	The Detroit CoC General Membership approved all proposed changes. Changed the wording on HAND executive committee involvement to as needed.	16 of the 28 representatives with voting member status were present at the meeting.  <b>Deborah Drennan made a motion to accept all the proposed charter changes including the addition mentioned above. Leonard Sanchez seconded the motion. All in favor. The motion carried</b>

**Table 1. Responsibilities of Continuum of Care Entities**

Responsibility Category	Responsibility	Responsible Party
Establishing CoC	Define membership of Continuum of Care	<b>Continuum of Care</b>
Establishing CoC	Invite new members	<b>Continuum of Care</b>
Operating CoC	Hold meetings of full membership, with published agenda, at least	<b>Continuum of Care</b>
CoC Governance and Management	Establishing a Continuum of Care Board	<b>Continuum of Care</b>
CoC Governance and Management	Reviewing the Written Selection Process for the	<b>Continuum of Care</b>



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Responsibility Category	Responsibility	Responsible Party
CoC Governance and Management	Designate a Collaborative Applicant	<b>Continuum of Care</b>
CoC Governance and Management	Designate Responsibilities to the CoC Board, HMIS Lead,	<b>Continuum of Care</b>
CoC Governance and Management	If have UFA, approve amendments for any grants	<b>Continuum of Care</b>
CoC Governance and Management	Apply for CoC Planning Funds	<b>Collaborative Applicant</b>
CoC Governance and Management	Apply for UFA Planning Funds	<b>Collaborative Applicant / UFA</b>
CoC Governance and Management	Appoint Committees / Sub-	<b>Continuum of Care</b>
CoC Governance and Management	Develop a Governance Charter	<b>Continuum of Care</b>
CoC Governance and Management	Review Governance Charter Annually	<b>Continuum of Care</b>
Overall and Project-Level Performance	Establish performance targets in consultation with recipients/sub-recipients	<b>CoC Lead and Data and Performance Evaluation Committee</b>
Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	<b>CoC Lead</b>
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	<b>CoC Lead and Data and Performance Evaluation</b>
Overall and Project-Level Performance	Take action against poor	<b>CoC Board</b>
Overall and Project-Level Performance	Measure system performance	<b>CoC Lead and Data and Performance Evaluation</b>
Coordinated Assessment System	Operate a Coordinated Assessment System in	<b>CoC Board and CAM Governance Committee</b>
Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs	<b>Continuum of Care and CAM Governance Committee</b>
Designate an HMIS	Designate a Single HMIS for the entire CoC	<b>Continuum of Care</b>
Designate an HMIS	Designate a Single HMIS	<b>Continuum of Care</b>
Designate an HMIS	Review, revise and approve the HMIS privacy plan, security	<b>Continuum of Care</b>
Designate an HMIS	Ensure HMIS is in compliance with HUD requirements	<b>Continuum of Care</b>

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Responsibility Category	Responsibility	Responsible Party
Designate an HMIS	Ensure consistent participation of recipients and sub-recipients in HMIS	<b>Continuum of Care</b>
Designate an HMIS	Develop HMIS privacy plan, security plan and data quality plan	<b>HMIS Lead and Data and Performance Evaluation Committee</b>
Designate an HMIS	Execute participation agreements with contributing HMIS	<b>HMIS Lead</b>
Designate an HMIS	Execute user agreements with all HMIS users	<b>HMIS Lead</b>
Plan for the CoC	Plan and Conduct a Point-in-Time Study	<b>CoC Lead and Data Committee</b>
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	<b>CoC Lead and Data Committee</b>
Plan for the CoC	Consult with ESG Recipients <sup>2</sup>	<b>CoC Lead</b>
Plan for the CoC	Submit annual application to HUD for Continuum of Care Program funding	<b>Collaborative Applicant and CoC Board</b>
Plan for the CoC	Approve annual application to HUD for Continuum of Care Program funding	<b>Continuum of Care</b>
Plan for the CoC	<b>Participate in the Consolidated Plan</b>	<b>CoC Lead</b>

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<sup>2</sup> 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

# Addendum One

**Memorandum of Understanding**  
Between  
Detroit Continuum of Care Board  
and  
Homeless Action Network of Detroit  
(Lead Agency and Collaborative Applicant)

**I. Introduction**

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The purpose of this Memorandum of Understanding (“MOU”) is to confirm the agreement between the Detroit Continuum of Care Board (“CoC Board”) and the Homeless Action Network of Detroit (“HAND”). HAND was selected by the CoC Membership to serve as the *Continuum of Care Lead Agency and Collaborative Applicant*. This MOU defines the roles, responsibilities, funding, accountability, duration, and evaluation related to HAND performing the functions of the *CoC Lead Agency and Collaborative Applicant*. This MOU starts on X and is reviewed and renewed on an annual basis.

**II. Definitions:**

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- *Continuum of Care (CoC)* – a year round planning body of representative stakeholders in the community’s work toward ending homelessness and often referred as the CoC Membership
- *CoC Board* – a group of elected and appointed leaders of the CoC who have the authority to make decisions on behalf of the CoC
- *CoC Lead Agency* – provides administrative and meeting support and technical expertise to the CoC, CoC Board, and CoC Committees
- *Collaborative Applicant* – designated by the CoC to prepare and submit the CoC funding application to HUD each year
- *Continuum of Care Committees* – action based strategies are developed, deepened, and expanded into timed work plans.

**III. CoC Lead Agency Roles and Responsibilities:**

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Designated responsibilities for the Lead Agency, as outlined in the Detroit CoC Board Governance Charter and further defined in this MoU, include:

- In coordination with the Performance Evaluation Committee, establish system and project performance targets:
  - Create an implementation and monitoring plan related to CoC Written Standards, in coordination with other homeless system funders
  - Educate and provide training-(projects, funders, and key stakeholders) on the system and performance targets
  - Monitor HUD CoC Program funded recipients/sub-recipients for adherence to performance expectations
- Evaluate outcomes for ESG and CoC projects and report them to HUD;
- In coordination with Coordinated Assessment System (CAM) Governance Committee, implement system-wide coordinated entry, ongoing evaluation, and tracking data and performance.
- In coordination with the Data Committee, plan and conduct Point-in-Time count. Upon completion and analysis of PIT count data, submit report to CoC Board on data and any additional analysis, changes/trends over time, and/or recommendations. Submit required report to HUD.

- In partnership with the Data and Performance Evaluation Committees, conduct an annual gaps analysis of homeless needs and services. Submit the gaps analysis to the CoC Board for review specifically highlighting areas of importance, concerns, specific recommendations and/impact on relevant committees.
- Participate in the Consolidated Plan processes as developed by the City of Detroit
- Coordinate on Emergency Solution Grants Programs with ESG funders and funded programs:
  - City of Detroit ESG:
    - Support the submission of the CAPER annually.
    - Participate annually in ESG and CDBG Homeless Public Service proposal review to create funding recommendations.
    - Provide support to City of Detroit sub-recipients to assess program performance as outlined in the written standards.
  - Michigan State Housing and Development Authority ESG:
    - Prepare and submit annual funding application
    - Prepare and submit Financial Status and Progress Reports
    - Conduct annual audits of sub-grantees
    - Provide technical assistance to sub-grantees
- Other key work products as identified and mutually defined and agreed upon by CoC Board and Lead Agency

The CoC Lead Agency will provide both technical expertise, administrative support, and leadership to the *Detroit CoC Board, CoC Committees and CoC Membership*. This includes:

- Support *CoC Board*
  - Working with the CoC Board to schedule meetings, develop agendas, issue materials, email/post relevant documents, take meeting minutes, when necessary
  - Participate in CoC Board Executive Committee and CoC Board Meetings
- Support *CoC Committees*
  - Provide support to CoC Board committees
  - Work with the CoC Committee Chairs to schedule meetings, develop agendas, issue materials, email/post relevant documents, take meeting minutes, when necessary
  - Participate in CoC Committee Meetings
- Support *CoC Membership*
  - Distribute via email newsletter and post information on CoC webpage information that impacts the CoC including communication from the CoC Board
  - Work with CoC Board Committee to schedule meetings, develop agendas, issue materials, and take meeting minutes

#### **IV. Collaborative Applicant Roles and Responsibilities:**

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The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding. This includes:

- Educate CoC Board on the HUD application and process by providing summaries, linking to resources, highlighting application and/or policy changes, scoring and feedback from previous funding rounds, etc.

- Develop recommendations and/or options to CoC Board on funding policies including ranking policies, reallocation, and priorities for renewal and new project funding
- Make recommendations to the CoC Board on applying for CoC Planning funds and receive CoC Planning funds
- Support application submission by developing, disseminating, and training or communicating on the following:
  - Comprehensive application process and timeline
  - Completion and submission of HUD Grant Inventory Worksheet
  - Completion and submission of the HUD AHAR
  - Ranking policies
  - Renewal Application Process:
    - Renewal application policies and procedures
    - Renewal application forms
    - Renewal project self-scoring tools
    - Renewal project evaluation and scoring
  - New Project Process:
    - New project application policies and procedures
    - Request for proposals and application forms
    - New project application review
- Facilitate and manage the submission of all renewal and new project applications into eSNAPS
- Provide on-going training and support for applicants
- Review and revise appeals policy; implement policy
- Write Consolidated CoC Application
- Submit a final draft of the application to the Detroit Continuum of Care for approval
- Submit final application, required attachments, and final project ranking to HUD and post on Detroit CoC Webpage

## V. Duration:

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As outlined in the Governance Charter the Lead Agency and Collaborative Applicant are selected based on the following criteria:

- *CoC Lead Agency* - The designation of the CoC Lead Agency is valid for a maximum of three years before the designation must be reviewed and renewed by the Detroit Continuum of Care. The Continuum will review performance of the CoC Lead Agency every three years. The review will be based on the roles and responsibilities included in the MOU. The designation may be terminated upon mutual agreement or for cause with a vote of 75% of the CoC membership.
- *Collaborative Applicant* - The designation of the Collaborative Applicant is valid for a maximum of three years before the designation must be reviewed and renewed by the Detroit Continuum of Care. The Collaborative Applicant will submit the HUD Annual Performance Report and HUD Application for CoC Planning dollars to the CoC Board annually. 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 three year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

The roles and responsibilities outlined in the MoU will be evaluated, revised, and renewed minimally annually. The date for renewal will be X.

## VI. Funding:

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The funding to support the roles and responsibilities of the *Lead Agency* and *Collaborative Applicant* is provided through HUD CoC Planning Grant. HAND is responsible for providing the commitment of the required local match.

To fulfill the funding requirements to complete the roles and responsibilities outlined in this MOU, HAND will coordinate with the CoC Board to identify funding opportunities that arise to support the roles and responsibilities of the Lead Agency and Collaborative Applicant (i.e. CoC Program Planning Grant), HAND will:

- Inform the CoC Board of the funding opportunity
- Summarize the funding requirements, applicable rules, and matching requirements to the CoC Board
- Make recommendations on how to best utilize resources and timeline for application

## VII. Reporting/Accountability:

### Reporting on Activities:

- Annually, Lead Agency/Collaborative Applicant will submit a work plan that identifies staff point person and timeline to define how tasks will be prioritized and objectives to complete the work. Progress on that work plan will be reported on a quarterly basis to the CoC board.
- Quarterly, the Lead Agency/Collaborative Applicant will submit a report to the CoC Board outlining the activities, accomplishments, changes in staffing, etc.

### Reporting on Funding:

- Quarterly, the Lead Agency/Collaborative Applicant will submit to the CoC Board a summary of funding/spending that support the Lead Agency/Collaborative Applicant functions.
- Annually, the Lead Agency/Collaborative Applicant will submit to the CoC Board a summary of funding/spending that support the Lead Agency/Collaborative Applicant functions for the specific grant contract year.

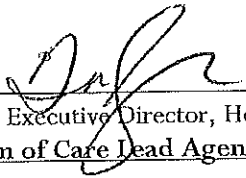
On an annual basis, the CoC Executive Committee will coordinate and facilitate an evaluation of the adherence to MoU and completing roles and responsibilities outlined. That information will be utilized to revise the MoU annually.

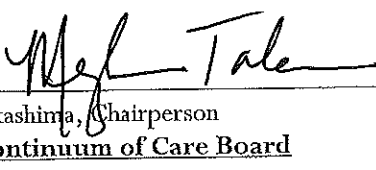
## VIII. Termination:

The CoC Board or Lead Agency/Collaborative Applicant may terminate this MoU at a date prior to the renewal date specified in this MoU by giving 60 days written notice to the other parties. If the funds relied upon to undertake activities described in this MoU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MoU within 60 days by providing written notice to the other parties. The termination shall be effective on the date specified in the notice of termination.

IX. Execution

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Signature  Date 4-18-17  
Tasha Gray, Executive Director, Homeless Action Network of Detroit  
Continuum of Care Lead Agency and Collaborative Applicant

Signature  Date 4/27/17  
Meghan Takashima, Chairperson  
Detroit Continuum of Care Board



# **Detroit CoC Homeless Management Information System (HMIS)**

## **Policies and Procedures**

**(Including MSHMIS Policies and Procedures)**

OCTOBER 2016 - September 2017

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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, State ESP, Salvation Army, RHYMIS, HOPWA, PATH, City ESG and CDBG, 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 (approximately every 6 weeks).
- b. Provide local support to partnering agencies according to HAND guidelines.
- c. Provide training, coaching, technical assistance and webinars on various HMIS-related topics
- d. Add assessments to customize the implementation locally. All assessments must be coordinated with MSHMIS and built very carefully.
- e. Help ensure data quality among all agencies participating in HMIS.
- f. Submit AHAR, Point-In-Time (PIT) Count, and Housing Inventory Count (HIC) reports to HUD.
- g. Help ensure the agency provider pages are complete by generating helpful reports.
- h. Help the agency set up an HMIS Performance Improvement team.
- i. Conduct an annual on-site monitoring 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 submit a HelpDesk ticket to 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 and serve as level-1 Help Desk for all users at the agency.
- 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 at least monthly 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](http://www.handetroit.org/hmis)

**Policy: Users and User Licenses & New Fee Schedule**

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**

<b>One Time Charges:</b>			
SP License	\$ 175.00		
Encryption License	\$ 0.00		
	<b>\$175.00</b>		

**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](http://www.mihomeless.org) .
4. The Agency Administrator will submit a HelpDesk ticket to 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.

# HMIS Fee Schedule

## REVISED BASED ON COC BOARD FEEDBACK

<u>Fee</u>	<u>Task</u>
<b>BASIC SERVICES</b>	
<b>\$950</b>	New agency or new program BASIC set-up. Basic setup includes orientation; new user training/webinars; helpdesk support; standard system configuration (provider page, workflow setup, sharing configuration, bin creation, and assessment setup); and one (1) HMIS User License. Additional licenses may be purchased
<b>\$425*</b>	Annual agency maintenance fee includes annual/refresher training/webinars, helpdesk support; maintenance of agency HMIS setup; and annual fees for one (1) HMIS User License. *Fee does not apply to existing agencies or programs.
<b>\$175/User</b>	Additional HMIS User Licenses (one-time fee)
<b>\$100/Annually/User</b>	Annual HMIS User License fee. **Fee does not apply to existing user.
<b>\$100/User**</b>	HMIS Report License
<b>CUSTOM SERVICES</b>	
<b>\$70/Hr</b>	Customization to integrate ServicePoint into agency's workflow; custom reports; on-site training; transfer of agency's database to ServicePoint or vice-versa; data clean-up; consultation services
<b>\$250</b>	Agency-request HMIS Compliance Review
<b>\$40/Hr</b>	Data entry

## **Policy: Sharing Protocol**

### **Required Sharing of HMIS Data**

In order to maximize the use of the HMIS, and to improve the coordination of care for the clients served by providers, to the Detroit CoC requires all agencies using HMIS to share client data related to services. 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. Also, we strongly recommend a 2-year ROI. 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.
- The HMIS Match Assessment should be updated frequently so that other agencies can see the progress of each client as they move toward their housing goal.
- 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.
  
- 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 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 submit a HelpDesk ticket to 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 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](http://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 in the Required Training Grid. Complete associated questionnaires when required.

**If end user will be entering data into:      Then register for the following training:**

HUD-funded program	HUD SHP Workflow and other required trainings
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](http://www.mihomeless.org). Please contact HMIS staff if you need assistance.

## Agency Assignments

<b>Kiana Harrison</b>	<b>Selwin O’Neal</b>	<b>Alexis Alexander</b>
Cass Community Social Services	Alternatives for Girls	Advantage Health Care
Covenant House	Detroit Recovery Project	Community Social Services
DRMM	Development Centers	Community & Home Supports
Emmanuel House	Faith Love N Kindness	COTS
Legal Aid & Defenders	John Evans Agency	Detroit Central City CMH
Mariners Inn	Love Outreach	Freedom House
Neighborhood Legal Services Michigan	Matrix Human Services	Samaritas
NOAH	Michigan Veterans Foundation	SHAR
Positive Images	New Day	UCHC
St. John’s	NSO	Volunteers of America
THAW	Operation Get Down	WSU Street Medicine
	Ruth Ellis	
	The Salvation Army	
	SWCS	
	Traveler’s Aid Society	
<b>Special Project Leads</b>		
City CDBG, City ESG	CABHI	GPD
HIC	Moving Up	HealthCare Agencies
HUD Funded- Agencies	Salvation Army ESP	HOPWA
MSHDA ESG	Youth	SSVF
CAM	Project Plan	PIT
Data Quality	AHAR	Data Quality
	Policies & Procedures	
	Data Quality	

## **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 no 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 or a staff member designated by 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 1<sup>st</sup> 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. Enter the VI-SPDAT and/or the Full SPDAT as assigned.
13. Remember to use the Interim Assessment to update client data, such as income, employment, education, and disability at least annually.
14. When clients leave the program, complete a program exit.
15. Enter data into the Match Assessment on the Home Page in HMIS and remember to update as needed.

**Note:** MDHHS-funded projects including PATH, ESG-TANF and MDHHS S+C, should contact CIHHS for specific data entry policies, procedures and technical assistance.

RHYMIS-funded projects should contact MCAH for specific data entry policies, procedures and technical/program assistance.

**Required Data Elements for All Projects Except PATH (contact MDHHS 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.

<b>Universal Data Element</b>	<b>Required for Adults</b>	<b>Required for Children</b>	<b>Update at Exit</b>	<b>Update Annually Use Interim Assessment</b>
<b>Name</b>	X	X		
<b>SS Number</b>	X	X		
<b>SSN Data Quality</b>	X	X		
<b>Gender</b>	X	X		
<b>Race</b>	X	X		
<b>Ethnicity</b>	X	X		
<b>Date of Birth</b>	X	X		
<b>Date of Birth Type</b>	X	X		
<b>Residence Prior to Project Entry</b>	X			
<b>Project Entry Date</b>	X	X		
<b>Project Exit Date</b>	X	X	X	
<b>Destination</b>	X	X		
<b>Relationship to HoH</b>	X	X		
<b>Client Location</b>	X			
<b>Length of time on street, in shelter or Safe Haven</b>	X			
<b>Disability</b>	X	X		
<b>Military Veteran</b>	X			
<b>Income</b>	X	X	X	X
<b>*Education</b>	X		X	
<b>*Employment</b>	X		X	
<b>Domestic Violence</b>	X			
<b>Services</b>	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.

<b>Permanent Destinations</b>	<b>Explanation</b>
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	Client exited one HOPWA funded project into HOPWA

HOPWA funded project to HOPWA PH	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.

<b>Temporary Destinations</b>	<b>Explanation</b>
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).

<b>Institutional Settings</b>	<b>Explanation</b>
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.

<b>Other Destinations</b>	<b>Explanation</b>
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. <b>Do not create a new client if the client already exists.</b>
b) <b>IMPORTANT:</b> <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 <b>complete a Release of Information (ROI) in HMIS</b> ; otherwise the data that has been entered will not be shared.
d) Clients who have been entered into HMIS should have an associated <b>program entry</b> .
e) When exiting clients, less than 25% of clients should have an “unknown” destination when being exited from a ES, TH or SSO 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 <b>Education and Employment</b> 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. Agency Administrators should attend the majority of HMIS meetings that are scheduled.
m) Agency Administrators are required to generate data quality reports monthly 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 <b>Appendix E</b> 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 calendar weeks, HMIS staff will contact Agency Management. If no significant progress is made within one calendar week, HMIS staff will contact funder. If no significant progress is made within one calendar 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 user license 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 and the Detroit CoC Board of Directors.
- All sanctions can be appealed to the Detroit Data Committee and the Detroit CoC Board of Directors.

**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 HAND. 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.

#### **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.
- Provide oversight for HMIS Data Quality Plan.

#### **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 as needed.
- 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.

<b>Report Name</b>	<b>ART Folder</b>	<b>When</b>	<b>Description</b>
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.

<b>Report Name</b>	<b>ART Folder</b>	<b>When</b>	<b>Description</b>
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 or latest	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.

<b>Report Name</b>	<b>ART Folder</b>	<b>When</b>	<b>Description</b>
ESP Final Billing Shelter Print Report	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	Public/APR Supports	Weekly	Shows detailed information by client ID. Use this report to identify missing data.
Discharge Destination - by ProviderAgency - 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.

<b>Report Name</b>	<b>ART Folder</b>	<b>When</b>	<b>Description</b>
ESG / HARA Counting Report 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	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	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.

## DASHBOARD REPORTS:

Dashboard reports will be drafted for all Emergency Shelter projects and Transitional Housing projects and will be posted on the HAND website. These reports will be password-protected until the Detroit CoC Board votes to open all reports to all agencies.

## **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 the privacy of agency clients
2. To comply with applicable laws and regulations
3. To ensure 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 15<sup>th</sup> 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 ensure 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 affected 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 password 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><b>(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence,</b> 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><b>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.)</b></p>	<p><b>ESG Rapid Rehousing Homeless</b></p>

2	Imminent Risk	<p><b>An individual or family who will imminently lose their primary nighttime residence</b> provided that:</p> <ul style="list-style-type: none"> <li>(i) The primary nighttime <u>residence will be lost within 14 days</u> of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; and</li> <li>(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;</li> </ul>	<p><b>“2- Imminent Risk”</b></p>	<p><b>“Yes” only if meets i, ii, and iii.</b></p>	<p><b><u>Qualifies</u> for ES, TH &amp; SSO ESG Homeless Prevention</b></p>
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3	Homeless under other statutes	<p><b>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:</b></p> <p>(i) <b>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);</b></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><b>“2-At Imminent Risk”</b></p> <p><b>Or</b></p> <p><b>3-At Risk”</b></p>	<p><b>“Yes” only if meets i thru iv otherwise “No”.</b></p>	<p><b>ESG Homeless Prevention</b></p> <p><b><u>Qualifies</u> for ES, *TH, *SSO</b></p> <p><b>*HUD approval see 578.89 (aligned with plan with 10% limit unless homeless PIT &lt; .01% of population).</b></p>
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4	Fleeing / Attempting to Flee DV	<p><b>Any individual or family who:</b></p> <ul style="list-style-type: none"> <li>(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;</li> <li>(ii) Has no other residence; and</li> <li>(iii) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.</li> </ul>	<p><b>“1-Literally Homeless if shelter or street”</b></p> <p><b>“2-Imminent Risk if doubled-up”</b></p>	<p><b>“Yes” for All if meets i, ii, and iii.</b></p>	<p><b>ESG Rapid Rehousing if also Category 1 (street/vehicle or shelter),</b></p> <p><b>otherwise</b></p> <p><b>Homeless Prevention</b></p>
	Chronically Homeless	<p><b>1. An individual who:</b></p> <ul style="list-style-type: none"> <li>(i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and</li> <li>(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></li> <li>(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.</li> </ul> <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><b>“1-Literally Homeless”</b></p>	<p><b>“Yes”</b></p> <p><b>For Families the HoH must meet iii (disability).</b></p>	

	At Risk of Homelessness	<p><b>An individual or family who:</b></p> <ul style="list-style-type: none"> <li>(i) Has an annual income below 30% of median family income for the area, as determined by HUD;</li> <li>(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.</li> <li>(iii) Meets one of the following conditions: <ul style="list-style-type: none"> <li>a. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance;</li> <li>b. Is living in the home of another because of economic hardship;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>f. Is exiting a publically funded institution or system of care (such as health-care facility, a mental health</li> </ul> </li> </ul>	<p><b>“2-Imminent Risk” if eviction is 15 to 21 days and i and ii, or or i, ii, and at least one iii.</b></p> <p><b>3-Unstably Housed (eviction &gt; 21 days) and no other condition under iii.</b></p> <p><b>or 4-Stably Housed if does not meet i, ii, and iii.</b></p>	<p>“No”</p>	<p><b>For ESG all category 2 and 3 are Homeless Prevention</b></p>



		<p>facility, foster care or other youth facility, or correction program or institution); or</p> <p>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> <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 &amp; 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><b>If child or youth meets definition under 2 or 3 then “2-Imminent Risk”</b></p>		
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# **2016 MSHMIS Operating Policies and Procedures**

rev. 2016.10.19 DRAFT



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## 2016 Michigan Statewide Homeless Management Information System (MSHMIS) Operating Policies and Procedures

The purpose of an HMIS project is to:

- Record and store client-level information about the numbers, characteristics and needs of persons who use homeless housing and supportive services
- Produce an unduplicated count of persons experiencing homelessness for each Continuum of Care
- Understand the extent and nature of homelessness locally, regionally and nationally
- Understand patterns of service usage and measure the effectiveness of projects and systems of care

These are the minimum standards of operation for the MSHMIS Project. CoCs may elect to implement more rigorous standards as agreed upon by their local CoC. **The following operating**

policies and procedures apply to all designated HMIS Lead Agencies and participating agencies in Michigan. (Contributing HMIS Organizations – CHOs).

## Key Terms and Acronyms:

Term	Acronym (if used)	Brief Definition
Homeless Management Information System	<b>HMIS</b>	A data system that meets HUD’s HMIS requirements and is used 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 for other public streams of funding related to homelessness.
Michigan Statewide Homeless Management Information System	<b>MSHMIS</b>	The Michigan Statewide Homeless Management Information System is the unified statewide HMIS for all of Michigan’s 21 Continuum of Care.
Continuum of Care	<b>CoC</b>	Planning body charged with guiding the local response to homelessness.
Independent Jurisdiction CoCs	<b>IJs</b>	CoCs that are recognized by HUD and are usually organized around higher population counties.
Balance of State CoC	<b>BOS</b>	MSHDA/MHAAB have organized local planning bodies/jurisdictions throughout Michigan that make up the “Balance of State” IJ. These groups have historically been called Balance of State CoCs as they are organized like Independent Jurisdictions with many of the same rules, however they have no legal status with HUD.
Local Planning Body		The Balance of State (MI-500) covers 60 counties which are divided into local planning bodies which oversee activities on the ground . Planning bodies are typically composed of local homeless/poverty agency providers, faith based providers that are responsible for overseeing service delivery on a ground level.
Local Planning Jurisdiction		A Local Planning Jurisdiction is the geography covered by a Local Planning Body in the Balance of State. Local Planning Jurisdictions usually consist of one or more counties from a regional perspective, and are designed to provide a local presence for Balance of State work.
Michigan Homeless Assistance Advisory Board	<b>MHAAB</b>	The BOS CoC governance board. The Statewide HMIS project reports to MHAAB.
Department of Military and Veterans Affairs (Michigan)	<b>DMVA</b>	The Michigan Department of Military and Veteran’s Affairs is the principal department in the State of Michigan that oversees the military components and veterans’ services for the State.
Michigan Coalition Against Homelessness	<b>MCAH</b>	The Michigan Coalition Against Homelessness is a nonprofit membership organization that is an advocate for individuals and families who are homeless or at-risk of becoming homeless, and the agencies that serve them.
Michigan State Housing Development Authority	<b>MSHDA</b>	MSHDA is the grantee for the Statewide HMIS and subcontracts with MCAH for administration of the system.
Michigan Department of Health and Human Services	<b>MDHHS</b>	The Michigan Department of Health and Human Services oversees a wide range of health, public welfare and resources throughout the State of Michigan. It was formed in 2015 from the merger of the Department of Community Health (DCH) and the Department of Human Services (DHS).
The Michigan Campaign to End Homelessness	<b>CTEH</b>	The Michigan Campaign to End Homelessness is a statewide partnership between Michigan state departments, non-profits, faith-based organizations and a broad coalition of regional and local partners. The CTEH exists to provide coordinated leadership for initiatives to prevent and end homelessness within the State of Michigan.
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	<b>CHO</b>	An organization that participates on the HMIS.
The Health Insurance Portability and Accountability Act of 1996	<b>HIPAA</b>	The Health Insurance Portability and Accountability Act of 1996, particularly the Privacy Rule under Title II, regulates the use and disclosure of Protected Health Information (PHI) held by covered entities and business associates. HIPAA is the base operational privacy rule on which the MSHMIS privacy rule is structured.
42 CFR Part 2	<b>Part 2</b>	42 CFR Part 2 is the federal regulation governing the confidentiality of drug and alcohol use treatment and prevention records. The regulations are applicable to certain federally assisted substance use treatment programs. This law limits use and disclosure of substance use patient records and identifying information.
Participation Agreement		The agreement between MSHMIS participating agencies and MCAH that specifies the rights and responsibilities of MCAH and participating agencies.
Administrative Qualified Services Organization Business Associates Agreement	<b>Admin QSOBAA</b>	The agreement signed by each CHO, the local HMIS Lead Agency, MCAH and MSHDA that governs the privacy standards for participants that can see data from multiple organizations.
Sharing Qualified Services Organization Business Associates Agreement	<b>Sharing QSOBAA</b>	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 that defines the HMIS standards of conduct.
Release of Information	<b>ROI</b>	A Release of Information comes in two forms, a paper ROI and an electronic ROI. A signed (paper) ROI giving informed client consent for sharing is also required to share data between agencies. An electronic ROI must be completed to share a client's data on the HMIS.
Sharing		Sharing refers to the exchange of client data between agencies. External data sharing requires a Sharing QSOBAA between two or more agencies, and a client signed Release of Information authorizing the sharing of that client's information. Data entry (internal sharing) does not require a client signed ROI as there is implied consent for the agency to keep records when a client provides information.
Protected Personal Information	<b>PPI</b>	Protected Personal Information is a category of sensitive information that is associated with an individual. It should be accessed only on a strict need-to-know basis and handled and stored with care. Before any portion of the HMIS client record, outside of the Client Profile, can be shared, a Sharing QSOBAA and a client signed release of information must be in place.
Visibility		Refers to whether or not a provider page can view client data that has been entered into another provider page. HMIS system visibility is configured separately in each provider page. Visibility can be configured by individual provider pages or by Visibility Groups.
Visibility Group		A Visibility Group is a defined group of Provider Pages between which data is shared. Internal Visibility Groups control internal sharing within an organization. Internal Visibility is governed by an agency's internal privacy rule. External Visibility Groups control sharing with other agencies and are defined by a Sharing QSOBAA.
Coverage Rate		Coverage rate refers to the percentage of the homeless population in a geographic area that is measured on the HMIS, divided by the total number of homeless persons in that geographic area. Coverage estimates are used to project a total homeless count if there are homeless service providers in a jurisdiction that do not participate in MSHMIS. (These may include persons served in Domestic Violence Providers or other non-participating Shelters or Outreach Projects.) See the MSHMIS Coverage Memo for guidance.

Project Types		<p><b>HUD defines 12 Project Types in HMIS:</b></p> <ul style="list-style-type: none"> <li>• Coordinated Assessment – A CoC project that coordinates assessment and referrals of persons seeking housing and/or services, and may include the use of a comprehensive and standardized assessment tool.</li> <li>• ES: Emergency Shelter- Overnight shelters or shelters with a planned length of stay of less than 3 months.</li> <li>• TH: Transitional Housing- Transitional environments with a planned LOS of not more than 2 years that provide supportive services.</li> <li>• PH: PSH Permanent Supportive Housing- Permanent Housing for the formerly homeless with services attached to persons served under this project.</li> <li>• PH: Permanent Housing- Permanent housing that may be supported by a voucher but does not have services attached to the housing.</li> <li>• RR: Rapid Rehousing- A project that rapidly rehuses those who are identified at Literally Homeless.</li> <li>• HP: Homeless Prevention- A project that helps those who are at imminent risk of losing housing, to retain their housing.</li> <li>• SO: Street Outreach Project- A project that serves homeless persons who are living on the street or other places not meant for habitation.</li> <li>• SSO: Services Only Project- A project that serves persons only with no residential component. These projects often provide case management and other forms of support and meet with clients in an office, at the client’s home, or in a shelter.</li> <li>• Safe Haven: A project that provides low-demand shelter for hard-to-serve persons with severe disabilities. The clients have often failed in other sheltering environments.</li> </ul>
Length of Stay	<b>LOS</b>	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. MSHMIS offers calculations for discrete stays as well as the total stays across multiple sheltering events.
Point in Time Count	<b>PIT</b>	An annual count, that is required for all CoCs. It is usually performed during the last week in January. Every other year, the PIT Count must include an “unsheltered” or street count.
Housing Inventory Chart	<b>HIC</b>	The HIC Chart is where all residential projects (both HMIS participating and non-participating) specify the number of beds and units available to homeless persons within a jurisdiction. The numbers are recorded in the agency’s HMIS provider pages, (for MSHMIS participating projects), or in “shell” provider pages for non-HMIS participating agencies.
SOAR Across Michigan	<b>SOAR</b>	Using the national “best practice” curriculum, the SOAR project, led by Department of Health and Human Services, reduces barriers and supports the application for Social Security Benefits for Michigan’s disabled homeless population.
Department of Health and Human Services Emergency Services Project	<b>DHHS ESP</b>	The DHHS ESP project combines DHHS general fund funds and TANF dollars designated for homeless services, primarily sheltering. The dollars are managed through the Salvation Army and require HMIS participation.
Homeless Definition		<p><b>See Homeless Definition Crosswalk.</b></p> <p><b>The HEARTH Act defines 4 categories of homelessness.</b> MSHMIS has adopted the HUD definition for counting persons experiencing homelessness.</p> <ul style="list-style-type: none"> <li>• Category 1: Literally Homeless</li> <li>• Category 2: Imminent Risk of Homelessness</li> <li>• Category 3: Homeless under other Federal Statutes</li> <li>• Category 4: Fleeing/Attempting to Flee DV</li> </ul>

		Not all projects can serve all categories and some may utilize a different definition when delivering services.
Projects for Assistance in Transition from Homelessness	<b>PATH</b>	PATH is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and administered by the Michigan Department of Health and Human Services. It provides services to mentally ill homeless people, primarily through street outreach, to link them to permanent community housing. This project has different reporting requirements than HUD funded projects and uses HMIS to collect this information.
Shelter Plus Care	<b>S+C</b>	Lead by the Michigan Department of Health and Human Services, Shelter + Care provides Permanent Supportive Housing to disabled persons in the State of Michigan and reports on the HMIS.
Housing Opportunities for Persons with AIDS	<b>HOPWA</b>	Lead by the Michigan Department of Health and Human Services, HOPWA provides housing assistance and related supportive services for persons with HIV/AIDS, and family members who are homeless or at risk of homelessness. This project has different project reporting requirements than the other HUD funded projects in this document.
Housing Assessment and Resource Agencies	<b>HARAs</b>	Michigan has implemented HARAs across the state to serve as coordinated points of entry for homeless persons. HARAs work with other service providers to ensure that access to homeless resources is optimized and based on assessment of need.

## I. POLICIES AND PROCEDURES SUMMARY:

### A. Policy Disclaimers and Updates

Operating Procedures defined in this document represent the minimum standards of participation on the MSHMIS project and represent general “best practice” operational procedures. Local HMIS Lead Agencies in coordination with their CoCs may add additional standards to this base document, which define the local HMIS policies within their jurisdiction.

Operational 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 an annual review. Updates will be reviewed at the MSHMIS monthly System Administrator Call-In and included in the meeting minutes’ distribution email. To allow for evolution of compliance standards without re-issuing core agreements, updated policies supersede related policies in any previously published Policies and Procedures document or agreements. Any changes from the previous year will be highlighted. A current copy of the MSHMIS Policies and Procedures may also be found on the MSHMIS website [www.mihomeless.org](http://www.mihomeless.org)

## II. AGREEMENTS, CERTIFICATIONS, LICENSES AND DISCLAIMERS:

CoCs, agencies and users are required to uphold specific rules and responsibilities as participants in the MSHMIS project.

### A. Required Agency Agreements, Certifications and Policies

Participating CHOs or other partners on the MSHMIS project must have the following contracts, agreements, policies and procedures available for review:

- 1) All CoCs participating on the MSHMIS must sign a **Joint Governance Charter** that designates 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 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 the following fully executed documents on file and be in compliance with the policies and directives contained therein:
  - i) An **Administrative QSOBAA** governing administrative access to the system.
  - ii) A **Participation Agreement** governing the basic operating principles of the system and rules of membership.
  - iii) **Sharing QSOBAA's** (if applicable) governing the nature of the sharing and the re-release of data.
  - iv) A board certified **Confidentiality Policy** governing the privacy and security standards for the Agency.
  - v) A board certified **Grievance Policy** outlining a structured process for resolving complaints or grievances against, or within, the organization.

### B. HMIS User Requirements:

All agencies must have the following documents on file for all active users licensed in the MSHMIS project.

1. A fully executed User Agreement and Code of Ethics document governing the individual's participation in the system.
2. All agencies must keep training certificates for active users on file.
  - a. All users are required to take full privacy training when they are first licensed, and take privacy update suite of trainings at least annually. Successful completion of the certification questionnaire is required for both the full privacy training and the privacy update. Documentation of completion of these trainings must be available for review.
  - b. All users will complete workflow training, related workflow updates and have documentation of the training completion for all programs with which they work. If local CoCs or Agency Administrators have additional training requirements or offerings, they should have a method for documenting successful completion and have that documentation available at their local agencies for review as needed.



- c. All users are trained in the HUD Data Standards Universal Data Elements and any Program Specific Elements that apply to the programs with which they work. This includes training on both the process for collecting client identifying information, the Homeless Definition and the Chronic Homeless Definition.

#### 4) **Agency Administrator Requirements**

All agencies participating on the system must have an assigned Agency Administrator.

- a) Agency Administrator Training Requirements - Agency Administrators must complete and maintain documentation of the following:
  - a. All trainings required for standard HMIS users on the system.
  - b. Provider Page training.
  - c. Workflow Training for all workflows used in their agency. This training will be developed by the MSHMIS Project, the funding agency or an agency authorized to train on behalf of the funding agency or MSHMIS.
  - d. Reports Training (agency users and leadership are tasked with supporting data quality as well as monitoring outcome and other performance issues).
  - e. Other training as specified by the CoC.
2. Agency Administrator Participation Requirements – Agency Administrators should participate in the following CoC or agency meetings:
  - a. CoC HMIS Agency Administrator meetings and trainings.
  - b. Agency specific HMIS user meetings or preside over an HMIS specific topic during routine staff meetings.
  - c. A local Reports Committee that reviews and governs the publication of CoC information.

### III. PRIVACY:

#### A. **Privacy Statement**

MSHMIS is committed to making the project safe for participating agencies and the clients whose information is recorded on the system.

##### **Toward that end:**

- Sharing is a planned activity guided by sharing agreements between agencies (Sharing QSOBAAs). Agencies 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 automation.
- MSHMIS has systematized the risk assessment related to clients through the standard MSHMIS release. The standardized release offers options for the use of a client's Social Security number. It also provides guidance on using unnamed records and how the Privacy Notice is explained to clients.
- MSHMIS has adopted a Privacy Notice (with minor modifications) that was developed in close collaboration with providers that manage information that may put a client at risk.
- The MSHMIS system is compliant with HIPAA, and all Federal and State laws and codes. All privacy procedures are designed to ensure 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.
- Privacy training is an opportunity for all participating organizations to revisit and improve their overall privacy practices. Many agencies choose to have all of their staff complete the MSHMIS training curricula – not just those with user access to the system.
- All users issued access to the system must sign a User Agreement & Code of Ethics form, 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 their sharing and prevents re-release of information to unauthorized third parties (the Sharing QSOBAA).
- Policies have been developed that protect not only a client’s privacy, but also an agency’s privacy. 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 this HMIS Policies and Procedures document.
- The MSHMIS System allows projects with multiple components/locations that serve the same client to operate on a single case plan. This reduces the amount of staff and client time spent in documentation of 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 project processes, measure outcomes, report to funders, and be more competitive in funding requests.

## **B. Privacy and Security Plan:**

All records entered into and downloaded from the HMIS are required to be kept in a confidential and secure manner.

### **Oversight:**

- 1) All Agency Administrators with support of agency leadership must<sup>1</sup>:
  - a) Ensure that all staff using the system complete annual privacy update training. Training must be provided by MSHMIS Certified Trainers and based on the MSHMIS Privacy/Security Training curricula.
  - b) Conduct a quarterly review of their provider page visibility, ensuring that it properly reflects any signed Sharing QSOBAAs.
  - c) Modify their adapted Release of Information, and script used to explain privacy to all clients, for any privacy changes made. These documents should also be audited quarterly to ensure they are compliant with current sharing agreements.
  - d) Ensure user accounts are removed from the HMIS when a staff member leaves the organization, or when changes to a staff member’s job responsibilities eliminate their need to access the system.
  - e) Report any security or privacy incidents to the CoC’s HMIS Local System Administrator. The System Administrator must investigate the incident and run the applicable audit reports. If the System Administrator determines that a breach has occurred and/or the staff member

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<sup>1</sup> In lieu of revised Technical Standards, in 2015 the requirement for a privacy officer was removed. However, the function of data security has been assigned to the Agency Administrator. Reflecting Participation Agreement language, the quarterly review of Provider Visibility has been expressly added to this document.

- involved violated privacy or security guidelines, the System Administrator must report the issue immediately to the MSHMIS Project Director and CoC Chair. The Local System Administrator must provide a written description of the breach and a summary of his or her findings to the MSHMIS Project Director and CoC Chair. A Corrective Action Plan will be implemented by the agency and the CoC. 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 Local System Administrators by the Local Lead Agency. All agencies should be aware of the risks associated with any person given access to the system and limit access as necessary. System access levels should be used to support this activity.
  - 3) The Local HMIS Lead Agency will conduct routine audits of participating agencies to ensure compliance with the Operating Policies and Procedures. The audit will include a mix of system and on-site reviews. The Local HMIS Lead Agency will document the inspection and any recommendations made, as well as schedule follow-up activities to identify any changes made to document compliance with the Operating Policies and Procedures.

#### **Privacy:**

- 1) Any agency that is subject to the Violence Against Women Act restrictions on entering data into an HMIS are not permitted to participate in the MSHMIS project. These providers will maintain a comparable database to respond to grant contracts and reporting requirements.
- 2) All agencies are required to have the **HUD Public Notice** posted and visible to clients in locations where information is collected.
- 3) All Agencies must have a **Privacy Notice**. They may adopt the MSHMIS sample notice or integrate MSHMIS language into their existing notice. 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 and 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. Agencies may establish reasonable norms for the time and cost related to producing any copy from the record. The agency may say “no” to a request to correct information, but the agency must inform the client of its reasons in writing within 60 days of the request.<sup>2</sup>
  - e) The client complaint procedure.
  - f) Notice to the consumer that the Privacy Notice may be updated over time and applies to all client information held by the Agency.
- 4) All Notices must be posted on the Agency’s website.
- 5) All Agencies are required to have a **Privacy Policy**. Agencies may elect to use the Sample Privacy Policy provided by the MSHMIS project. All Privacy Policies must include:
  - a) Procedures defined in the Agency’s Privacy Notice.

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<sup>2</sup> Language was added to clarify the HIPAA rule.

- b) Protections afforded those with increased privacy risks such as protections for victims of domestic violence, dating violence, sexual assault, and stalking. Protections 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 as an unnamed record, 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 by looking at key demographic identifiers in the system.)
  - iv) The right to have a record marked as inactive.
  - v) The right to remove their client record from the system.
- c) Security of hard copy files: Agencies may create a paper record by printing the assessment screens located within MSHMIS. These records must be kept in accordance with the procedures that govern all hard copy information (see below).
- d) Client Information storage and disposal: Users may not store information from the system on personal portable storage devices. The Agency will retain the client record for a period of 7 years, after which time the forms will be discarded in a manner that ensures client confidentiality is not compromised.
- e) Remote Access and Usage: The Agency must establish a policy that governs use of the system when access is approved from remote locations. The policy must address:
  - i) The strict control of the use of portable storage devices with client identifying information.
  - ii) The environments where use is approved. These environments cannot be open to public access and all paper and/or electronic records that include client identified information must be secured in locked spaces or be password controlled.
  - iii) All browsers used to connect to the system must be secure. If accessing through a wireless network, that network must be encrypted and secured. **No user is allowed to access the database from a public or non-secured private network such as an airport, hotel, library or internet café.**
  - iv) Access via a cellular network using 4G LTE or similar access is permitted if the connection is protected and encrypted. This permits users to access MSHMIS from cell phones, tablet devices or personal hotspots. If broadcasting a hotspot signal, the device must have a passcode or other security measures to restrict general access.
  - v) All computers accessing the system are owned by the agency.
- 6) Agencies must protect **hard copy data** that includes client identifying information from unauthorized viewing or access.
  - a) Client files must be locked in a drawer/file cabinet.
  - b) Offices that contain files must be locked when not occupied.
  - c) Files cannot be left visible to unauthorized individuals.
- 7) The agency must provide a **Privacy Script** to all staff charged with explaining privacy rights to clients in order to standardize the privacy presentation. The script must:
  - a) Be developed with agency leadership to reflect the agency's 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 agency's clients.
  - c) A copy of the script should be available to clients as they complete the intake interview.
  - d) All agency staff responsible for client interaction must be trained in use of the Privacy Script.
- 8) Agencies that plan to share information through the system must sign a **Sharing QSOBAA** (Qualified Services Organization Business Associates Agreement).
- a) The Sharing QSOBAA prescribes the re-release of information shared under the terms of the agreement.
  - b) The Sharing QSOBAA specifies what is shared with whom.
  - c) Agencies may share different portions of a client record with different partners, and may sign multiple Sharing QSOBAAs to define a layered sharing practice.
  - d) The signatories on the Sharing QSOBAA must be representatives who have been authorized to sign such an agreement by the senior agency's leadership and/or the Agency Board of Directors.
  - e) All members of a Sharing QSOBAA must be informed that by sharing, they are creating a common electronic record that can impact data reflected in their reports. Members of the sharing group must agree to communicate and 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.
    - ii) Agency approval of additions or changes to a Sharing QSOBAA must be approved by a staff member with authorization to make such decisions on behalf of their agency.
  - g) When a new member is added to the Sharing QSOBAA, the related Visibility Group must be end-dated and a new Visibility Group must be begun. **A new member may not be added to an existing External Visibility Group.**
- 9) Agencies must have appropriate **Release(s) of Information** that are consistent with the type of data the agency plans to share.
- a) The agency must have adopted the appropriate MSHMIS Basic Release of Information that is applicable to their sharing practice in order to share basic demographic and transactional information.<sup>3</sup>
  - 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 listing of the Agency's sharing partners (if any) and a description of what is shared. These sections must reflect items negotiated in the agency's Sharing QSOBAA.
    - iv) A defined term of the Agreement<sup>4</sup>.

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<sup>3</sup> Beyond light touch projects that do not collect or share protected data elements, all projects are encouraged to engage their CoC to discuss and implement the 2016 Reciprocal Release of Confidential Information. This release includes a privacy discussion and can be completed one time to include all sharing partners for the specified time limit and purpose.

- v) Interagency sharing must be accompanied by a negotiated and executed Sharing QSOBAA.
  - vi) If an agency is subject to stricter privacy laws (ex. 42 CFR Part 2), that only permit external sharing between a subset of their provider pages, all provider pages within that agency that will be sharing must be listed on any Sharing QSOBAAs to which the agency is a party.
  - vii) For agencies subject to 42 CFR Part 2, both internal and external sharing will done in with the law.
- c) A HIPAA compliant **Authorization to Release Confidential Information** is also required if the planned sharing includes any of the following:
- i) Case notes/progress notes
  - ii) Information or referral for health, mental health, HIV/AIDS, substance use disorders, or domestic violence.
  - iii) To streamline paper, the basic HMIS Release may be adapted to include the language necessary for a HIPAA compliant release if sharing practice is likely to include the items above in ii.<sup>5</sup>
- 10) An **electronic ROI** is required to enable sharing of any particular client’s information between any provider pages on the system.
- a) Agencies should establish **Internal Sharing** or sharing only between their agency’s provider pages, by creating visibility group(s) that include all of the agency’s provider pages where sharing is planned and allowed by law.
    - (1) Internal Sharing does not require a signed Client Release of Information unless otherwise specified by law. (However, an electronic release must still be entered into the system to permit Internal Sharing.)
    - (2) Unless otherwise specified by law, when new provider pages are added to the Agency tree, they may be included in the existing internal 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 retroactive.
  - b) Agencies may elect to share information with other agencies, a practice known as **External Sharing**, by negotiating a Sharing QSOBAA (see 8 above).
    - (1) A signed and dated Client Release of Information must be stored in the Client Record (paper or scanned onto the system) for all electronic ROIs that release data between different agencies.
    - (2) Retroactive Sharing, or sharing historic information between two or more agencies without client consent is not permitted on the system. To prevent retroactive sharing, a new visibility group must be constructed whenever a new sharing partner is added to the agency’s existing sharing plan/Sharing QSOBAA.

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<sup>4</sup> The change reflects changes in the HIPAA rule that allow for Releases the cover a term – rather than a specific date. The date in the electronic ROI will reflect the specific date defined by the term. The term should not be arbitrary but reflect the anticipated term of the agencies planned coordinating activities.

<sup>5</sup> Recognizes existing practice by participating CoCs.

c) MCAH has defined a procedure for pulling a client's housing history across the entire database to verify a client's eligibility for specific housing options. This procedure requires that:

- i) Consent for obtaining the client's housing history is written into the Outreach Sharing Plan section of the agency's Release of Information, and that the client has agreed to permit this activity by initialing this section.
- ii) An electronic copy of the signed Release of Information including the client authorization to release the housing history has been attached to the client record on the system.

11) The Agency must have a procedure to provide privacy notices to clients that are visually or 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

12) **Agencies are required to maintain a culture that supports privacy.**

- a) Staff must not discuss client information in the presence of others without a need to know.
- b) Staff must eliminate unique client identifiers before releasing data to the public.
- c) The Agency must configure workspaces for intake that supports the privacy of client interaction and data entry.
- d) User accounts and passwords cannot be shared between users, or visible for others to see.
- e) Project staff must be educated to not save reports with client identifying data on portable media. Agencies must be able to provide evidence of this training through written training procedures or meeting minutes.
- f) Staff must be trained regarding use of email communication, texting, file sharing and other electronic means of transferring data related to client services.
  - i) By-name housing lists may not be printed with client identifying information without obtaining written client consent.

#### **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 must have **network threat protection software with automatic updates.**
  - a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to ensure that:
    - i) The threat protection software is up-to-date.
    - ii) That various system updates are automatic, unless a specific, documented reason exists to maintain an older version of the software.
    - iii) Operating System updates are run regularly.
- 3) All computers must be protected by a firewall.
  - a) Agency Administrators or designated staff are responsible for monitoring all computers that connect to the HMIS to ensure that:
    - i) For single computers, the software and versions are current.
    - ii) For networked computers, the firewall firmware is current.
- 4) Physical access to computers that connect to the HMIS must be controlled.
  - a) All workstations must be in secured locations (locked offices).
  - b) Workstations must be logged off when not manned.

- c) All workstations must be password protected.
  - d) **All HMIS Users are prohibited from using a computer that is available to the public.**
- 5) **A Plan for Remote Access** must exist if staff will be using the MSHMIS System outside of the office such as working from home. Concerns addressed in this plan should include the privacy surrounding off-site access.
- 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.

**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 system audit of which users have touched a client record can be completed by a System Administrator.**

## IV. DATA BACKUP AND DISASTER RECOVERY PLAN:

The HMIS is a critically important tool in responding to catastrophic events. The MSHMIS data is housed in a secure server bank in Shreveport, Louisiana with nightly off-site backup. In case of a significant system failure at the main data center, MSHMIS can be brought back online within approximately four hours.<sup>6</sup>

### 1) **Backup Details for MSHMIS**

See “Bowman Systems Securing Client Data” for a detailed description of data security and Bowman’s Disaster Response Plan

- a) The MSHMIS Project maintains the highest level disaster recovery service by contracting with Bowman Systems for Premium Disaster Recovery that includes:
  - i) Off site, out-of-state backup on a different Internet provider, and a separate electrical grid.
  - ii) Regular backups of the application server and regular alignment with the current version of the live MSHMIS site.
  - iii) Near-instantaneous backups of the MSHMIS database (information is backed up within 5 minutes of entry.)
  - iv) Additional nightly off site replication for protection in case of a primary data center failure.
  - v) Priority level response that ensures downtime will not exceed 4 hours.

### 2) **MSHMIS Project Disaster Recovery Plan:**

In the event of a major system failure:

- a) The MSHMIS Project Director or designee will notify all participating CoCs and Local System Administrators should a disaster occur at Bowman Systems which affects the functionality and availability of ServicePoint. When appropriate, MCAH will notify Local

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<sup>6</sup> MCAH will update the disaster plan from time to time based on best practice recommendations, lessons learned from actual disasters, and other conditions that may change on the ground.



System Administrators/CoC Leadership of the planned recovery activities and related time lines.

- b) Local/assigned System Administrators are responsible for notifying their local agencies and users.
  - i) If a failure occurs after normal business hours, MSHMIS staff will report the system failure to Bowman Systems using their emergency contact line. An email will also be sent to local System Administrators no later than one hour following identification of the failure.
- c) The MSHMIS Project Director or designated staff will notify Bowman Systems if additional database services are required.

### **3) Local HMIS Lead Agencies:**

Local HMIS Lead Agencies within CoCs have an obligation to secure and backup key information necessary for the administration and functioning of the MSHMIS Project within their own jurisdiction.

- a) MSHMIS Lead Agencies are required to back-up their internal data system nightly.
- b) Data back-ups must include a solution for maintaining at least one copy of key internal data off-site for their internal data systems. This location must be secure with controlled access.
- c) Local HMIS Lead Agencies must have a disaster recovery plan documented which outlines the policies and procedures for the CoC in case of a major system disaster.
  - i) **Agency Emergency Protocols must include:**
    - (1) Emergency contact information including the names/organizations and numbers of local responders and key internal organization staff, designated representatives of the CoCs, the local HMIS Lead Agency, and the MSHMIS Project Director.
    - (2) Delegation of key responsibilities. The plan should outline which persons will be responsible for notification and the timeline of notification.
- d) In the event of a local disaster:
  - i) MSHMIS in collaboration with the local Lead Agencies will also provide information to local responders as required by law and within best practice guidelines.
- e) 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.

## **V. SYSTEM ADMINISTRATION:**

The position of the Local System Administrator/System Administrator I is key to the success of the CoC. This individual is responsible for overseeing the operation of the MSHMIS project in either a local CoC or a local Planning Body/Jurisdiction. This position will be referred to in this section as a Local System Administrator. The following describes the typical list of responsibilities for a Local System Administrator within a local CoC.

### **A. Training Requirements for a Local System Administrator:**

- a) All trainings required for standard users on the system.
- b) Provider Page Training and Workflow Training for all workflows used in their CoC.

- c) Reports Training (Local System Administrators are tasked with supporting data quality as well as monitoring outcomes and other performance issues).
- d) System Administrator Training – This training usually takes place several weeks after a new Local System Administrator has been in their position.
- e) Continuous Quality Improvement Training
- f) All System Administrators are required to read and understand the HUD Data Standards that underpin the rules of the HMIS.
- g) HUD Initiative Training (AHAR, PIT, APR, etc.)

**B. Meetings Local System Administrators Are Required to Participate In:**

- 1. Regular CoC Meetings and/or workgroups as determined by the CoC.
- 2. The CoC Reports Committee or meetings where data use and release is discussed.
- 3. The Monthly System Administrator Call-In (3<sup>rd</sup> Wednesday of every Month at 1pm).
- 4. Regular Agency Administrator/User Meetings within the CoC
- 5. Michigan's Campaign to End Homelessness work groups and Regional Meetings as assigned.

**C. Local System Administrator Responsibilities:**

**1. Help Desk and Local Technical Support**

- a. The Local System Administrator provides front-line technical support/technical assistance for users and agencies within the CoCs they support. This support includes resetting passwords and troubleshooting/problem solving for users and agencies within their CoCs. Where applicable, the Local System Administrator may train Agency Administrators to do fundamental system support activities, minimizing the burden for support on the Local System Administrator.
- b. The Local System Administrator builds relationships within the agencies they serve, working to understand the business practices of these agencies, and assisting them with mapping these business practices onto the system. The HMIS lead staff will be available, on request, to provide advanced technical support if requested by the Local System Administrator/Local CoC.

**2. User and Provider Page Setup**

- a. Local System Administrators will set up new users in MSHMIS, or delegate the task to their Agency Administrators. In the case of delegating this task, they will train Agency Administrators on proper setup of user accounts.
- b. Local System Administrators will supervise license allocation for users and agencies within the CoC they serve. When necessary or requested, the Local System Administrator will purchase additional licenses directly for the CoC.
- c. The Local System Administrator will work in partnership with agencies and Agency Administrators in the CoC they serve to ensure that agency provider pages are set up correctly per the HUD Data Standards.
- d. The Local System Administrator will work directly with Agency Administrators and agencies, through a collaborative process to ensure proper visibility is established for the provider pages in the CoC they serve. The agency, at all times will be directly involved in the visibility process, and will sign off on any visibility changes made.

### **3. Communication**

- a. The Local System Administrator will host regular User/Agency Administrator meetings for users of the system in the CoC they serve. These meetings will cover important news on changes in the system, items of local interest within the CoC, and issues identified by the Local System Administrator within the CoC.
- b. The Local System Administrator will share any key news items of local impact, interest, or relevance to the users and Agency Administrators in the CoC they serve.

### **4. Training**

- a. The Local System Administrator will inform Agency Administrators and local users of required and recommended system trainings that are available through the MCAH training website.
- b. The Local System Administrator will provide localized training to CoC users and agencies for issues or items of importance related to the local community. These may include local PIT/HIC training, guidance on local data cleanup, or specific guidance on proper workflow and system usage that are identified through an audit process.
- c. The Local System Administrator will provide training for local users on initiatives identified and agreed upon between the Local System Administrator and the local CoC.

### **5. HUD Projects and Activities (Including AHAR, PIT/HIC, HMIS APR, SPMs, HUD NOFA):**

- a. The Local System Administrator will work directly with CoC leadership to complete CoC wide HUD activities such as the AHAR, PIT/HIC, System Performance Measures and the CoC HUD NOFA submission. The Local System Administrator will also assist the CoC with work surrounding state and local funding initiatives which require data from the HMIS.
- b. The Local System Administrator will assist with completing the HMIS APR for the CoC they serve in.
- c. The Local System Administrator will provide support/technical assistance for agencies completing the CoC APR within their jurisdiction. This includes providing technical assistance with problem solving data quality issues, reporting issues, etc.

### **6. Local CoC Reporting**

- a. The Local System Administrator will be responsible for providing reports to the CoC it serves as the HMIS Lead for, regarding requests made by the local CoC for data. These include, but are not limited to:
  - i. CoC wide demographics, performance outcomes, and data quality reports that are used for informational and evaluation purposes
  - ii. Final reports on submissions made to HUD for various HUD mandated activities such as the AHAR, PIT/HIC, System Performance Measures and the HMIS APR
  - iii. General requests for data of interest to the local CoC
  - iv. Any additional reporting requirements initiated by HUD that are required of the local CoC.

- b. The Local System Administrator will train local Agency Administrators and users on how to run reports at the agency level for the purpose of monitoring data quality and outcomes on a regular basis in the agencies that it serves.
- c. The Local System Administrator will be responsible for generating reports on activities and expenditures to the local CoC which he or she serves, as directed by the CoC.

## **7. CoC/Agency/Project Auditing and Monitoring**

- a. The Local System Administrator will work with the local CoC to establish local HMIS policies and procedures using the system-wide Policies and Procedures document as a frame. The Local System Administrator will work with local CoC leadership and Agency Leadership/Administrators to update this document as needed.
- b. The Local System Administrator, collaborating with the Agency Administrators in the CoC which they serve, will audit agencies and projects to ensure compliance. Audit activities may include, but not be limited to:
  - i. Ensuring the agency has all required contracts, agreements and policies in place for participation on the HMIS.
  - ii. Verifying system users have completed all required training for system participation.
  - iii. Ensuring provider pages are correctly setup per HUD Standards Guidance.
  - iv. Ensuring agencies are following appropriate data entry protocol per the funding sources from which they receive funding.
  - v. Monitoring implementation of privacy, to ensure client rights are being protected.
  - vi. Regularly monitoring data quality, completeness and outcomes to ensure projects are maintaining a high level of compliance with HUD and CoC requirements.

## **8. Option 1 Balance of State Planning Jurisdictions where MCAH is the Local System Administrator:**

In Planning Jurisdictions where MCAH serves as the Local System Administrator, MCAH will serve as the key agency performing the technical tasks of the Local System Administrator. However:

- a. The Local Planning Body will designate a local person within the community to serve as the lead point of contact for HMIS initiatives in the Local Planning Jurisdiction
- b. The Local Planning Body is responsible for performing an annual PIT Count as specified by MHAAB. This count will be conducted on the ground by local leadership. Additionally, data entry of all PIT/HIC information into MSHMIS is the responsibility of the Local Planning Body.
- c. Leadership within the Local Planning Body is responsible for all federal, state and local level grant applications and reporting that are specific to their Local Planning Jurisdiction. The System Administrator assigned to the community from the MCAH staff will assist with any data/reporting pulls as needed.

## **9. Option 2 Balance of State Planning Jurisdictions with their own Local System Administrator:**

Local System Administrators in a Local Planning Jurisdiction are responsible for the same duties of a Local System Administrator in a HUD CoC.

*(Note: Completion of these tasks are the responsibility of both the HMIS Lead (the Local System Administrator) and the agencies which participate on the system in the local CoC. The Local System Administrator can create a policy under which local agencies are responsible for monitoring themselves, and instruct them on application of that policy. The Local System Administrator can then assist agencies with implementing the policy locally to ensure compliance. The HMIS Lead has released a series of tools to help local HMIS Leads with the process of developing compliance tools.)*

## VI. DATA QUALITY PLAN AND WORKFLOWS:

### A. Provider Page Set-Up:

1. Provider Pages are appropriately named per the MSHMIS naming standards **Agency Name – Location (CoC Name) – Project Name – Project Funding Descriptors**.  
For example: The Salvation Army – Marquette Alger CoC – Hotel Voucher Project – ESP.  
Identification of funding stream is critical to completing required reporting to funding organization.
2. Inactive Provider Pages must be properly identified with “XXX Closed” followed by the year of the last project exit >Provider Page Name. For example, XXXClosed2016. For a detailed description of closing inactive provider pages, see the MCAH Procedure for Closing Inactive HMIS Provider Pages.
  - a. All clients in inactive/closed provider pages must be closed. Audit and clean-up of inactive pages includes closing all open services and incomes and exiting all unexited clients.
3. The primary provider contact information must be current and reflect where the services are being delivered.
4. HUD Data Standards must be fully completed on all provider pages:
  - a. CoC code must be correctly set. If a project stops functioning in the CoC, the appropriate end date must be added to the CoC Code Entry.
  - b. Project type codes must be correctly set.
  - c. If a project is an Emergency Shelter, the Method for Tracking Emergency Shelter Utilization field must be correctly set. If a project is not an Emergency Shelter, this field should be left null or “-Select-.”
  - d. Geocodes must be set correctly.
  - e. The Continuum Project field must be properly completed.
  - f. If a project is HOPWA, RHY, PATH or SSVF, the Provider Grant Type must be correctly filled out.
  - g. Bed and Unit Inventories must be set for applicable residential projects. Bed and Unit Inventories for all projects should be reviewed at least annually, and updated as needed.
  - h. Federal Partner Funding Source values should be selected for projects funded by one of the Federal Partners. Federal Partner Funding Sources are to be updated at

least annually. If a project is not funded by a Federal Partner Funding Source, the option selected should be “NA.”

- i. Assessments with the appropriate 3.917 Living Situation question must be assigned based on Program Type
  - i. Emergency Shelter, Street Outreach or Safe Haven projects should use 3.917a assessment.
  - ii. All other project types should use the 3.917b assessment.

## B. Data Quality Plan:

1. 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 (3) 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.
2. 100% of the clients must be entered into MSHMIS within 15 days of data collection. If the information is not entered on the same day it is collected, the agency must assure that the date associated with the information is the date on which the data was collected by:
  - a. Entering data into the system using the Enter Data As function if needed.
  - b. Entering the entry/exit data including the UDEs on the Entry/Exit Tab of ServicePoint or
  - c. Backdating the information into the system<sup>7</sup>
3. All staff are required to be trained on the definition of Homelessness.<sup>8</sup>
  - a. MSHMIS provides a homeless definition crosswalk and a 3.917 flowchart to support agency level training.
  - b. There must be congruity between the following MSHMIS case record responses, based on the applicable homeless definition. Elements to HUD Data Standard Element 3.917a or 3.917b must be properly completed.
4. The agency has a process to ensure the First and Last Names are spelled properly and that the DOB and social security numbers are accurate.
  - a. Identification (ID) should be requested at intake to support proper spelling of the client’s name, as well as, the recording of the DOB.
  - b. If no ID is available, staff should request the legal spelling of the person’s name. **Staff should not assume they know the spelling of the name.**
  - c. Projects 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.
  - d. Data for clients with significant privacy needs may be entered under the “unnamed record” feature of the system. However, while identifiers are not stored using this feature, great care should be taken in creating the unnamed algorithm by carefully entering the first and last name and the DOB. Names and ServicePoint ID number

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<sup>7</sup> Clarification of existing policy.

<sup>8</sup> Specific instruction is available for PATH and HOPWA projects at [www.dyns-services.com](http://www.dyns-services.com)

crosswalks (that are required to find the record again) must be maintained off-line in a secure location.

5. Income and non-cash benefits must be updated at least annually and at exit, or at the frequency specified by program requirements.
  - a. Annual Reviews will be completed in the 30 days prior to the anniversary of the client's entry into services.
  - b. For PH projects with long stays, at the annual review, incomes that are over two years old must be updated by closing the existing income and entering a new income record (even if the income has not changed). This assures that the income has been confirmed and will pull properly into reports.
  - c. For all other projects, any income(s) no longer available to the client should be closed on the day before intake (if data is shared from another provider), annual review and exit. If the income is over two years old, please follow the procedure defined above.<sup>9</sup>
6. Agencies must have an organized exit process that includes:
  - a. Educating clients and staff on the importance of planning and communicating regarding discharge destination and outcomes. This must be evidenced through staff meeting minutes or other training logs and records.
  - b. Discharge Destinations must be properly mapped to the HUD Destination Categories.
    - i. MSHMIS provides a Destination Definition document to support proper completion of exits. All new staff must have training on this document.
    - ii. Projects must have defined processes for collecting this information from as many households as possible.<sup>10</sup>
  - c. There is a procedure for communicating exit information to the person responsible for data entry if not entering real time.
7. Agency Administrators/staff regularly run data quality reports.
  - a. Report frequency should reflect the volume of data entered into the System. Frequency for funded projects will be governed by Grant Agreements, HUD reporting cycles, and local CoC Standards. However, higher volume projects such as shelters and services only projects must review and correct data at least monthly. Lower volume projects such as Transitional and Permanent Housing must run following all intakes and exits and quarterly to monitor the recording of services and other required data elements including annual updates of income and employment.<sup>11</sup>
  - b. The project entry and exit dates should be recorded for all participants upon project entry and exit. Entry dates should record the first day of service or project entry. A new project entry date is required for each period/episode of service. Exit dates should record the last day of residence before the participant left the shelter/housing project or the last day a service was provided.

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<sup>9</sup> Reflecting the 2015 data quality review of client income, staff are being asked to close any incomes that are more than two years old and to enter a new income with the income review process and to prevent the further accumulation of open old incomes to add closing of the income to the routine discharge processes.

<sup>10</sup> Data indicates that some providers have regressed in completing discharge destination in the last year and accurately completing this field is vitally important to success. Beyond data entry issues, projects must define processes that collect this information from as many households as possible.

<sup>11</sup> Additional detail was added for low volume environments that are required to annually update income and employment.

- c. Data quality screening and correction activities must confirm all required data is complete, and should include:
    - i. Correction of missing or inaccurate information in (red) Universal Data Element Fields.
    - ii. Completion of the Relationship to Household assessment questions.
    - iii. Completion of the 3.917 Living Situation series of questions.
    - iv. Completion of the 3.16 Client Location question.
    - v. Completion of the Domestic Violence questions.
    - vi. Completion of the HUD Verifications for all Income, Non Cash Benefits, Health Insurance and Disability sub-assessments.
    - vii. Completion of the Residential move-in-date for all PH: RRH projects.
    - viii. Completion of all of the project specific data elements, as required by the various funding sources supporting the project.
  - d. Providers must audit unexited clients in the system by using the Length of Stay and unexited Client Data Quality Reports.
8. CoCs and Agencies are required to review Outcome Performance Reports/System Performance Measures reports defined by HUD and other funding organizations. Measures are based on Project Type. The CoC Lead Agency, in collaboration with the CoC Reports Committee or other designated CQI Committee, establishes local benchmark targets for performance improvement on shared measures.
  9. MSHMIS publishes regional benchmarks on all defined measures annually.
  10. Agencies are expected to participate in the CoC's Continuous Quality Improvement Plan. See CQI materials designed to support Data Quality through Continuous Quality Improvement.

### **C. Workflow Requirements:**

1. Provider Page Configuration settings must use the assessments that are appropriate for the funding stream.
2. Users performing data entry must use the latest copies of the workflow guidance documents.
3. If using paper, the intake data collection forms must align correctly with the workflow.
4. 100% of clients must be entered into the system no later than 15 days from the intake date.
5. Agencies must actively monitor project participation and client exits. Clients must be exited within 30 days of last contact, unless project guidelines specify otherwise.
6. All required project information must be collected. <sup>12</sup>
  - a. All HMIS participants are required to enter at minimum the Universal Data Elements.
  - b. Projects that serve clients over time are required to complete additional updates as defined by the funding stream. If the Agency is not reporting to a funding stream, they are encouraged to use the Michigan Update form.

## **VII. RESEARCH AND ELECTRONIC DATA EXCHANGES**

### **A. Electronic Data Exchanges:**

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<sup>12</sup> PATH, HOPWA and VA projects use project entry forms that correspond to the data collection requirements of those projects. For PATH and HOPWA, please contact [www.dyns-services.com](http://www.dyns-services.com)



1. Agencies electing to either import or export data from the MSHMIS must assure:
  - a. **Data Import** - The quality of the 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 CoC APR, the ESG CAPER, or other required reports as specified by the funder.
  - b. **Data Export** - 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.
2. MSHDA/MCAH or your local CoC may elect to participate in de-identified research data sets to support research and planning.
  - a. 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.
  - b. 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.
  - c. Projects 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/behavioral health security standards and that all identifiers are kept strictly confidential and separate from the de-identified data set.
  - d. CoCs will be provided a description of each study being implemented. Agencies or CoCs may opt out of the study through a written notice to MCAH or the study owner.
3. MSHDA/ MCAH or your local CoC may elect to participate in identified research data sets to support research and planning.
  - a. All identified research must be governed through an Institutional Research Board including requirements for client informed consent.
  - b. CoCs will be provided a description of each study being implemented. Agencies may opt out of the study through a written notice to MCAH or the study owner.

# APPENDIX A: DOCUMENT CHECKLIST FOR MSHMIS AGENCIES<sup>13</sup>

All agencies that participate on the MSHMIS project are required to keep either a physical or electronic binder containing each of the following fully executed documents.

## Contracts, Agreements, Policies and Procedures

- Fully Executed Joint Governance Charter:** (Only the HMIS and/or CoC Lead Agency is required to maintain this document.)
- HMIS Policies and Procedures Document for the CoC:** (Only the HMIS and/or CoC Lead Agency are required to maintain this document. It must have been formally approved by the CoC as evidenced by CoC meeting minutes.)
- Administrative QSOBAA:** Fully signed and executed
- Participation Agreement:** Fully signed and executed
- Sharing QSOBAAs:** (Only necessary if the agency has engaged in external sharing). Document should be fully signed and executed. If any changes have been made to a Sharing QSOBAA written documentation and approval of those changes by all parties must be included also.
- Confidentiality Policy:** (As approved by Agency's Board of Directors)
- Grievance Policy:** (As approved by Agency's Board of Directors)

## MSHMIS User Documentation

- User Agreement and Code of Ethics Document:** Fully initialed and signed. A User Agreement and Code of Ethics document must be on file for all users currently licensed on MSHMIS. It is recommended that the User Agreement and Code of Ethics documents for employees no longer at the agency be kept with their separated employee file
- User Training Documentation/Certification:** Documentation of all MSHMIS trainings completed by active users are to be kept in the MSHMIS binder. These trainings must be certified by either MCAH, a certified MCAH trainer, other identified statewide trainers or CoC identified trainers for CoC initiatives. Evidence of training include training completion certificates, successfully passed training quizzes, training logs, etc.

## Agency Privacy Documents

- HUD Posted Public Notice:** HUD Public Notices should be posted in locations where clients are seen.

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<sup>13</sup> The previous Appendix A, has been removed due to a full revamping of the MCAH training protocol and documentation storage functionality on our website. MCAH will be releasing an updated version of this document as a real time tool during the HUD FY 2016.

- ❑ **Agency Privacy Notice:** Agencies can adopt the sample MCAH Notice or customize the notice to address agency needs.
- ❑ **Agency Privacy Policy:** Agencies can adopt the sample MCAH Policy or customize the policy to address agency needs.
- ❑ **Current Agency Privacy Script:** Developed and approved by agency leadership. The policy should be based on a current version of the CoC or Agency Release of Information.
- ❑ **Current Agency Release of Information:** Must specify all sharing partners and the sharing outreach plan, as applicable.

<b>1.0</b>	<b>PHA Information</b> 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>																										
<b>2.0</b>	<b>Inventory</b> (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>																										
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <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">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>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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		PH	HCV																								
PHA 1:																											
PHA 2:																											
PHA 3:																											
<b>5.0</b>	<b>5-Year Plan.</b> 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.																										
<b>5.1</b>	<b>Mission.</b> 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>																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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"> <li>• <b>Working Preference</b> 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.</li> <li>• <b>Disabled or Elderly Preference</b> Be a person with disabilities or over 62 years.</li> <li>• <b>Geographic Preference</b> Live or work in the neighborhood of projects receiving PBV assistance (to be determined on a project-by-project basis).</li> <li>• <b>Families in Need of Supportive Services Preference</b> 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.</li> <li>→ • <b>Homeless Preference</b> Families and children who are homeless or are at imminent risk of homelessness.</li> <li>• <b>Domestic Violence Preference</b> Victims of domestic violence, as defined in the Violence Against Women Act, who are displaced as a result of the domestic violence.</li> <li>• <b>Veterans Preference</b> Families including a member who is a veteran of the United States Armed Forces.</li> <li>• <b>Medical Condition Preference</b> 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.</li> <li>• <b>Other Preferences</b> Families including a member who falls within the specific category for which a project or building has been awarded funding.</li> </ul> <p>Currently DHC has two project-based projects:</p> <ol style="list-style-type: none"> <li>1) Woodbridge Manor</li> <li>2) AAL / Rivertown</li> </ol>
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8.0	<p><b>Capital Improvements.</b> 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><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>Capital Fund Financing Program (CFFP).</b> <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><b>Housing Needs.</b> 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>

**ATTACHMENT A**  
**FY 2017-18 ANNUAL PHA PLAN FOR HCV ONLY PHAS**  
**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**  
**(MSHDA) (MI-901)**

**B. Annual Plan**

**B.1 Revision of PHA Plan Elements:**

**Statement of Housing Needs and Strategy for Addressing Housing Needs**

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 the following:

- **designating a homeless preference**
- **commitment to the Michigan Campaign to End Homelessness,**
- working with partner agencies serving the elderly, families with disabilities, households of various races and ethnic groups,
- **working with Continuum of Care groups across the State of Michigan**
- policy of exceeding federal income targeting requirements by establishing that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.
- administration of the HCV VASH Program at three VA medical facility sites across the State of Michigan (presently Detroit, Saginaw, and Iron Mountain)
- administration of Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers
- administration of MSHDA's pilot program, Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines a HCV voucher with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care
- creation of a Moving-Up Pilot program that partners with the Michigan Department of Community Health (MDCH) and provides a resource for previously homeless populations utilizing Permanent Supportive Housing; MSHDA commits 370 of its HCV vouchers to this pilot program
- commitment of 100 HCV vouchers to the Section 811 Project Rental Assistance Program
- creation of a Super Utilizers of Medicaid Pilot Program that partners with the Michigan Department of Health and Human Services (DHHS) to provide housing and supportive services to super utilizers of the Medicaid Program that are experiencing homelessness. MSHDA will commit up to 200 vouchers for this pilot program.
- creation of a Fitzgerald Project Special Program that partners with the city of Detroit to provide rental assistance to very-low income households currently occupying foreclosed homes in the Fitzgerald project area. MSHDA will match the Detroit Housing Commission's commitment of up to 20 HCVs for this special program.
- administration of more than 2,200 Project Based Vouchers across the state
- administration of more than 1,600 vouchers at 22 RAD Projects across the state which converts tenant based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to project based vouchers
- continuation of outreach efforts to find affordable and good quality units for its voucher holders
- identification of when to open and close county waiting lists as needed across the state to maintain up-to-date lists
- continuing discussions with the Michigan Department of Corrections to design a program to enhance the Michigan Prisoner Re-entry Program. This new program may involve using a small portion of MSHDA's Housing Choice Vouchers for returning citizens that need long-term rental assistance. MSHDA may allocate up to 200 Housing Choice Vouchers to be used in conjunction with this program. It is projected that these Housing Choice Vouchers would be contracted between 2016-2018.

Deconcentration and Other policies that Govern Eligibility, Selection and Admissions

MSHDA promotes deconcentration of poverty and promotes income mixing in all areas by educating applicants at the time of their briefing on these issues.

Waiting lists exist for all 83 Michigan counties and are opened or closed as necessary. Applications are taken electronically. As of December 15, 2016 there are 40,046 applicants on the waiting list; 36,410 are extremely low income; 2,587 are very low income; and 1,049 are low income. Families with children make up 32% of waiting list applicants; 8% are elderly and 12% are disabled.

MSHDA has a homeless preference and applications are taken from homeless families and added to the homeless preference waiting list when certified.

A residency preference is given for those residents who either live or work in the county and can prove residency through a verified current address or verification from an employer.

All PBV Waiting Lists are open. PBV applicants must apply through the Lead Agency/HARA or PBV development referrals will be sent directly to the MSHDA contracted Housing Agents.

Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2015 grants)</b>		
a) Public Housing Operating Fund	Not applicable	
b) Public Housing Capital Fund	Not applicable	
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$173,000,000	Section 8 Eligible expenses
d) Community Development Block Grant (CDBG)	Not applicable	
e) HOME	Not applicable	
Other Federal Grants (list below)		
FSS Program	\$ 966,000	FSS Program
Sec 811 Program	\$ 5,516,950	Sec 811 PRA Program
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	None	
<b>3. Public Housing Dwelling Rental Income</b>	Not applicable	
<b>4. Other income (list below)</b>	None	
<b>5. Non-federal sources (list below)</b>	None	
<b>Total resources</b>	<b>\$179,482,950</b>	



### Rent Determination:

MSHDA will continue to have a \$50 Minimum Total Tenant Payment (TTP). If the MSHDA HCV budget is significantly increased, the minimum TTP amount may be adjusted downward.

Payment standards will be maintained at 110% of FMR for fiscal year 2016-17. MSHDA will conduct an annual review to determine FY 2017-18 levels and if necessary may request an exception payment standard of between 111-120% of FMR for one or more counties if appropriate.

### 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 951 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, 405 MSHDA HCV participants have become homeowners.

### Safety and Crime Prevention:

The MSHDA Office of Rental Assistance and Homeless Solutions (RAHS) is committed to the implementation of the VAWA of 2013. MSHDA will continue to undertake actions to meet this requirement in the administration of the Housing Choice Voucher (HCV) Program.

MSHDA's contracted Housing Agents participate in local Continuum of Care meetings and use those contacts and others known to them through the Family Self-Sufficiency Program to assist survivors of domestic violence (including dating violence, sexual assault, or stalking) and their children when cases are made known to them.

Many of the agencies participating in the Continuum of Care groups provide temporary housing/shelter to survivors of domestic violence and their children. MSHDA staff and Housing Agents work with the partnering Continuum of Care service agencies and partnering Housing Assessment and Resource Agencies (HARAs) to find resources for domestic violence survivors, and children and adult victims of dating violence, sexual assault, or stalking to make sure the family is able to maintain their housing assistance.

All new admissions to the MSHDA HCV Program are being notified of their rights under VAWA at the time they are put on Contract. All participants of the HCV Program are being notified of their rights under VAWA by inclusion of information with their annual recertification paperwork and at time of termination.

A copy of the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD 5382) is provided to each family at the time they are admitted to the program, at annual re-examination, and at termination.

# 2017 HDX Competition Report

## PIT Count Data for MI-501 - Detroit CoC

### Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	2335	2078
Emergency Shelter Total	1182	1,169
Safe Haven Total	21	21
Transitional Housing Total	939	668
Total Sheltered Count	2142	1858
Total Unsheltered Count	193	220

### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	329	249
Sheltered Count of Chronically Homeless Persons	226	144
Unsheltered Count of Chronically Homeless Persons	103	105

### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	220	179
Sheltered Count of Homeless Households with Children	217	178
Unsheltered Count of Homeless Households with Children	3	1

### Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	385	354	337
Sheltered Count of Homeless Veterans	352	336	320
Unsheltered Count of Homeless Veterans	33	18	17

# 2017 HDX Competition Report

## HIC Data for MI-501 - Detroit CoC

### HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	1163	67	1051	95.89%
Safe Haven (SH) Beds	21	0	21	100.00%
Transitional Housing (TH) Beds	797	60	729	98.91%
Rapid Re-Housing (RRH) Beds	633	0	633	100.00%
Permanent Supportive Housing (PSH) Beds	2843	0	2301	80.94%
Other Permanent Housing (OPH) Beds	4671	0	4671	100.00%
Total Beds	10,128	127	9406	94.05%

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	783	1121

### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	97	132

# 2017 HDX Competition Report

## HIC Data for MI-501 - Detroit CoC

### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	530	633

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

### Summary Report for MI-501 - Detroit CoC

#### 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	7161	61	56	-5	35	34	-1
1.2 Persons in ES, SH, and TH	9385	8534	104	100	-4	57	57	0

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.

NOTE: Due to the data collection period for this year’s submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year’s submission.

	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	-	7335	-	228	-	-	80	-
1.2 Persons in ES, SH, and TH	-	8642	-	259	-	-	95	-

# 2017 HDX Competition Report

## FY2016 - 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	595	117	20%	44	7%	39	7%	200	34%
Exit was from ES	2497	683	27%	154	6%	112	4%	949	38%
Exit was from TH	1112	119	11%	80	7%	87	8%	286	26%
Exit was from SH	26	6	23%	0	0%	4	15%	10	38%
Exit was from PH	619	48	8%	36	6%	57	9%	141	23%
<b>TOTAL Returns to Homelessness</b>	<b>4849</b>	<b>973</b>	<b>20%</b>	<b>314</b>	<b>6%</b>	<b>299</b>	<b>6%</b>	<b>1586</b>	<b>33%</b>

# 2017 HDX Competition Report

## FY2016 - 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).

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	2597	2335	-262
Emergency Shelter Total	1312	1182	-130
Safe Haven Total	22	21	-1
Transitional Housing Total	1112	939	-173
Total Sheltered Count	2446	2142	-304
Unsheltered Count	151	193	42

#### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	9688	8703	-985
Emergency Shelter Total	8014	7124	-890
Safe Haven Total	50	56	6
Transitional Housing Total	2229	2034	-195

### 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

# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	972	1023	51
Number of adults with increased earned income	5	21	16
Percentage of adults who increased earned income	1%	2%	2%

### Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	972	1023	51
Number of adults with increased non-employment cash income	14	58	44
Percentage of adults who increased non-employment cash income	1%	6%	4%

### Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	972	1023	51
Number of adults with increased total income	19	71	52
Percentage of adults who increased total income	2%	7%	5%

### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	1046	942	-104
Number of adults who exited with increased earned income	153	137	-16
Percentage of adults who increased earned income	15%	15%	0%

### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	1046	942	-104
Number of adults who exited with increased non-employment cash income	207	151	-56
Percentage of adults who increased non-employment cash income	20%	16%	-4%



# 2017 HDX Competition Report

## FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	1046	942	-104
Number of adults who exited with increased total income	348	271	-77
Percentage of adults who increased total income	33%	29%	-5%

### 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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	8272	7498	-774
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	2225	-337
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	5273	-437

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	10222	8710	-1512
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	2841	-462
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	5869	-1050

## 2017 HDX Competition Report

### **FY2016 - Performance Measurement Module (Sys PM)**

#### **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.

# 2017 HDX Competition Report

## FY2016 - 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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	1870	1492	-378
Of persons above, those who exited to temporary & some institutional destinations	266	240	-26
Of the persons above, those who exited to permanent housing destinations	520	369	-151
% Successful exits	42%	41%	-1%

Metric 7b.1 – Change in exits to permanent housing destinations

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	8971	7666	-1305
Of the persons above, those who exited to permanent housing destinations	4030	3280	-750
% Successful exits	45%	43%	-2%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	2647	2619	-28
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	2586	2546	-40
% Successful exits/retention	98%	97%	0%

**2017 HDX Competition Report**  
**FY2016 - SysPM Data Quality**  
**MI-501 - Detroit CoC**

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

# 2017 HDX Competition Report FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach				
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	
1. Number of non-DV Beds on HIC	1248	1206	1137	1041	1269	1225	1157	1092	2120	2507	4986	5282	109	159	631	530					
2. Number of HMIS Beds	1174	1135	1063	1041	958	1177	1100	1071	1478	1853	4851	1955	0	159	631	505					
3. HMIS Participation Rate from HIC ( % )	94.07	94.11	93.49	100.00	75.49	96.08	95.07	98.08	69.72	73.91	97.29	37.01	0.00	100.00	100.00	95.28					
4. Unduplicated Persons Served (HMIS)	5338	9529	8420	7861	1569	2397	2232	2036	2222	2305	2533	2629	0	1322	2978	1960	27	269	873	691	
5. Total Leavers (HMIS)	3927	8191	7061	6534	633	1228	1157	1442	482	505	403	341	0	501	2365	1220	10	107	660	490	
6. Destination of Don't Know, Refused, or Missing (HMIS)	921	2193	1322	690	33	79	64	100	2	28	7	16	0	24	25	32	1	14	228	161	
7. Destination Error Rate (%)	23.45	26.77	18.72	10.56	5.21	6.43	5.53	6.93	0.41	5.54	1.74	4.69		4.79	1.06	2.62	10.00	13.08	34.55	32.86	

## 2017 HDX Competition Report

### Submission and Count Dates for MI-501 - Detroit CoC

#### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

#### Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/1/2017	Yes
2017 HIC Count Submittal Date	5/1/2017	Yes
2016 System PM Submittal Date	6/2/2017	Yes