

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2021 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2021 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2021 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

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. Coordination and Engagement–Inclusive Structure and Participation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions–essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.n., and VII.B.1.p.	

In the chart below for the period from May 1, 2020 to April 30, 2021:

1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or
2.	select Nonexistent if the organization does not exist in your CoC’s geographic area:

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing of CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	CoC-Funded Victim Service Providers	Yes	Yes	Yes
5.	CoC-Funded Youth Homeless Organizations	Yes	Yes	Yes
6.	Disability Advocates	Yes	Yes	No
7.	Disability Service Organizations	Yes	Yes	No
8.	Domestic Violence Advocates	Yes	No	Yes
9.	EMS/Crisis Response Team(s)	No	No	No
10.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
11.	Hospital(s)	No	No	Yes
12.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
13.	Law Enforcement	Yes	No	Yes
14.	Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
15.	LGBT Service Organizations	Yes	Yes	Yes
16.	Local Government Staff/Officials	Yes	Yes	Yes
17.	Local Jail(s)	No	No	Yes
18.	Mental Health Service Organizations	Yes	Yes	Yes

19.	Mental Illness Advocates	Yes	Yes	Yes
20.	Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
21.	Non-CoC-Funded Victim Service Providers	Yes	No	Yes
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
23.	Organizations led by and serving LGBT persons	Yes	Yes	Yes
24.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
25.	Other homeless subpopulation advocates	Yes	Yes	Yes
26.	Public Housing Authorities	Yes	Yes	Yes
27.	School Administrators/Homeless Liaisons	Yes	No	Yes
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	Yes	Yes
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Service Providers	Yes	Yes	Yes
Other:(limit 50 characters)				
33.	Legal Aid Providers with Homeless Preference	Yes	Yes	Yes
34.	Workforce Development	Yes	Yes	Yes

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

Describe in the field below how your CoC:	
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, persons with disabilities).

(limit 2,000 characters)

1. The CoC has two distinct decision-making bodies: the CoC board and general membership. Membership in the CoC is open to any entity committed to preventing and ending homelessness. The CoC uses social media, enewsletters, and the CoC Lead Agency’s website to inform the public of membership opportunities.

2. All materials are publicly posted in PDF format prior to meetings to promote accessibility. Additional formats can be made available upon request.

3. The Detroit CoC reserves 2 seats on the CoC Board for people with lived expertise of homelessness. Recruitment is conducted through word of mouth, social media, e-newsletter, and at local meetings. The CoC also has an active Youth Action Board. Recruitment is set by the active youth and is conducted through word of mouth, flyers, local service providers, e-newsletter, social media, and at local meetings. In 2020, the CoC developed an Advisory Group of people with lived expertise. A consultant facilitated recruitment through various outreach efforts. Ongoing recruitment is done by group members.

4. Over the past 18 months the Detroit CoC engaged the National Innovation Service (NIS) to advance its priorities on equity and inclusion. NIS' work focused on learning from a broad range of stakeholders how Detroit's homeless response system can move forward more equitably and center persons who have experienced homelessness. Their engagement included 30+ stakeholder interviews and 2 community workshops with 100+ participants. The workshops were intentionally planned for diverse representation. The workshop participants will be intentionally engaged for the next phase of the work: a community planning process to redesign the system to be more equitable. The CoC also currently funds an organization exclusively serving asylum seekers and is seeking new funding for an organization that serves the Arab-American community. These two providers help give voice to populations underrepresented in the CoC decision-making process.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,000 characters)

1. The CoC has two distinct decision-making bodies: the CoC board and general membership. The board and general membership are comprised of service provider organizations, persons with lived experience, public officials, local public housing authorities, and other stakeholders. Membership in the CoC is open to any entity that has a commitment to preventing and ending homelessness. The CoC is committed to transparency and input from all of these entities. The CoC solicits feedback and opinions via committee input into document/materials, public comment periods, and focus groups or other meetings. The CoC uses social media, e-newsletters, and the CoC Lead Agency's website to inform the public of input opportunities. All materials are also posted to the website.

2. Information is communicated at public meetings/forums verbally typically with an accompanying PowerPoint presentation and/or handouts. Materials and minutes from meetings are emailed out before or after the meeting and posted to the CoC Lead Agency's website.

3. Policies, governance documents, community procedures, and other materials that directly affect homeless service provision are developed with the input of the community. The CoC's two decision-making bodies also have committees who are the action planning components of the Continuum. Committee membership and/or participation is likewise open to any entity that has a commitment to preventing and ending homelessness. In the committees, strategies that are discussed in the public meetings are developed, deepened, and expanded into approved timed workplans and eventual products. Products

from the committees are then brought back to the two decision-making bodies for further feedback and approval prior to implementation. Public comment periods are also held to receive input from non-committee members.

1B-4.	Public Notification for Proposals from Organizations Not Previously Funded.	
	NOFO Section VII.B.1.a.(4)	

Describe in the field below how your CoC notified the public:	
1.	that your CoC’s local competition was open and accepting project applications;
2.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3.	about how project applicants must submit their project applications;
4.	about how your CoC would determine which project applications it would submit to HUD for funding; and
5.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,000 characters)

1. The public was notified applications were being accepted via the CoC’s email listserv and by posting the Request for Proposals (RFP) to the Collaborative Applicant’s website. This year the CoC received four applications from agencies that have never received CoC funding.

2. The CoC accepts proposals for new project funding from agencies that have not previously received CoC funding. The RFP is publicly accessible on the Collaborative Applicant’s website. In no place does the RFP state only agencies currently receiving CoC funding are eligible to apply. Potential applicants also learn of the opportunity to apply via word-of-mouth from other providers and contact the CoC Lead Agency via phone or email for more details, which are then provided to them. Informational webinars are held so any interested applicant can learn more. The date/time/registration links for these webinars are also communicated via the email listserv and posted to the website. Recordings of the webinars are posted to the website for later viewing.

3. The RFP and informational webinars give application deadlines and submission requirements.

4. The RFP provides detailed information on how applications would be selected to be submitted to HUD. All applications are evaluated and scored against criteria published in the RFP. 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 project scores and the amount of funding available, the committee recommends to the CoC board which new project(s) should be submitted. The CoC board makes final decisions on which applications are submitted.

5. All materials are made available electronically. Accommodations for persons with disabilities, including materials in other formats, will be provided upon request.

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions–essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	

In the chart below:

1.	select yes or no for entities listed that are included in your CoC’s coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2.	select Nonexistent if the organization does not exist within your CoC’s geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1.	Funding Collaboratives	Yes
2.	Head Start Program	No
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBT persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

18.		
-----	--	--

1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,000 characters)

1. The CoC Lead consulted regularly with the City of Detroit (ESG/ESG-CV recipient) to plan for ESG and ESG-CV funds. Over the past year, one-hour weekly meetings were held to plan for the most strategic use of the funds. The CoC Lead agency is the fiduciary of State ESG and ESG-CV funds and likewise consulted with stakeholders at these weekly meetings on the use of these funds. The CoC Lead and the City of Detroit also meet monthly to discuss system-level needs in the CoC. Discussions on uses of funds consider data, other funding available, and how funds could meet CoC's strategic priorities. Staff from the CoC Lead agency participate in the annual review of applications for City ESG funding.

2. Starting in 2021, quarterly performance data for all ESG/ESG-CV funded projects are reported to the CoC's Performance and Evaluation Committee for review and recommendations. The CoC Lead provides HMIS support for the City of Detroit's monitoring of ESG/ESG-CV sub-recipients, including generating quarterly performance reports. The CoC Lead provides feedback to the subgrantees, the State ESG recipient, and the City of Detroit on data quality and completeness. The CoC Lead conducts an annual audit of the sub-recipient of the State ESG funds. The CoC Lead assists the State and City of Detroit in their submission of the ESG CAPER. Lastly, the CoC Lead and the City of Detroit jointly developed CoC written standards and policies/procedures for ESG funded shelters and RRH projects. Projects are evaluated against these standards and policies/procedures.

3. PIT and HIC data were provided via email to the City of Detroit, the sole Con Plan Jurisdiction in the CoC.

4. The CoC Lead meets with the City of Detroit monthly & participates in the annual Con Plan process. The CoC provides data as requested/needed for the Con Plan. The CoC Lead writes an annual State of the Homelessness Report which provides local homelessness data utilized by the City of Detroit in the Con Plan as well.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported gender:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	Yes
6.	Other. (limit 150 characters)	

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, Local Liaisons & State Coordinators.	
	NOFO Section VII.B.1.d.	

Describe in the field below:

1.	how your CoC collaborates with youth education providers;
2.	your CoC's formal partnerships with youth education providers;
3.	how your CoC collaborates with State Education Agency (SEA) and Local Education Agency (LEA);
4.	your CoC's formal partnerships with SEAs and LEAs;
5.	how your CoC collaborates with school districts; and
6.	your CoC's formal partnerships with school districts.

(limit 2,000 characters)

1. The CoC works with our Regional Educational Service Provider (RESA). When families with minor children access CE, they are referred to the RESA to ensure they receive the educational services they are eligible for. This partnership is continuously evolving, and work is underway with shelters to improve communication loops after referrals to the RESA are made.

2. There is a formal partnership between Detroit's CE system, Wayne RESA, and the LEA to maintain and improve Detroit's existing education/homeless system cross-referral process. Various youth education providers participate on the CoC's Committee on Youth Homelessness (CYH) to improve collaboration as well. CYH reports to our CoC Board and community members regularly.

3. The LEA works closely with the CoC to connect homeless families with needed resources. The LEA keeps the CoC abreast of all updates to the McKinney-Vento Act and the Every Student Succeeds Act (ESSA) regulations. They also share educational and housing resources at CoC meetings.

4. The LEA is intricately involved with the CoC. The LEA works directly with the SEA to identify and support homeless minors. The Detroit CoC's CYH includes representatives from the LEA and SEA. The LEA also participates on our CoC's Shelter Workgroup.

5. The Detroit CoC works closely with our RESA which provides a broad range of services and support to Wayne County's 33 school districts. The Detroit CoC has partnered recently with the University of MI on a project to improve the identification of homeless children in all of Detroit's schools to ensure they are linked with necessary educational and housing supports.

6. There is a formal collaboration between Detroit's CE system, Wayne RESA, and the LEA to maintain and improve Detroit's existing education/homeless system cross-referral process. Various stakeholders participate on the CoC's CYH and shelter workgroup to improve collaboration as well. Members also attend each other's meetings regularly.

1C-4a.	CoC Collaboration Related to Children and Youth—Educational Services—Informing Individuals and Families Experiencing Homelessness about Eligibility.	
	NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

(limit 2,000 characters)

The Detroit Public School Community District (DPSCD) Liaison - who is a member of the Detroit CoC's Committee on Youth Homelessness and Shelter Workgroup - places educational rights posters in all of the City of Detroit's Recreation Offices, Libraries, and shelters. Posters are also placed in all DPSCD schools and administrative buildings. The liaison also presents at various CoC meetings to explain the educational rights of homeless children and inform homeless providers on what enrollment assistance the district provides for these students. The CoC communicates with the district liaison regarding any educational matters pertaining to homeless children and youth including unaccompanied homeless and runaway youth.

Additionally, when households with school-aged children (ages 0-26), access Coordinated Entry, they are asked a series of questions related to school enrollment and referred to a local provider to ensure they are linked with the McKinney Vento Homeless Liaison and receive the educational services for which they are eligible. Since beginning this referral process in the Fall of 2019, over 2,000 school-aged children entering emergency shelter have been referred for McKinney Vento Homeless Liaison resources. Further, the University of Michigan completed a project in Detroit that makes new data on homelessness among K-12 students available to key stakeholders and policymakers in the City of Detroit and statewide in order to improve program planning and services.

1C-4b.	CoC Collaboration Related to Children and Youth—Educational Services—Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	Yes
7.	Healthy Start	No	No
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Detroit Public Schools	No	Yes

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Annual Training–Best Practices.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC coordinates to provide training for:

1.	Project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses safety and best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,000 characters)

1. Project Staff: The Detroit CoC coordinated the following DV and trauma-informed training for project staff this past year. Most of the trainings listed here were recorded and posted publicly for later viewing:

- Nov 2020: A two-part Domestic Violence training on Domestic Violence 101 and Hands-on Safety Planning in realistic situations was conducted. These were offered as an annual training.
- May 2021: All RRH project staff were provided trauma-informed training. This was offered as an annual training.
- Aug 2021: A Statewide training was held on the Neurobiology of Trauma. The CoC encouraged providers to attend this training.
- Summer 2021: Detroit At Work provided a one-time, two-part training on Trauma Introduction.
- Sept 2021: Detroit At Work provided a one-time Trauma & Resiliency training open to all providers.
- DV providers were provided training on how to facilitate the curriculum by the American Psychological Association Healing the Trauma of Abuse.

2. Coordinated Entry staff: All Coordinated Entry staff receive training annually on domestic and intimate partner violence. The most recent training was held in April 2021. As a result of this annual training, the CE staff have been equipped with strategies for safety planning with people in crisis, how to interview people in crisis in a trauma-informed way, and how to understand the difference between people fleeing domestic violence and people who have experienced domestic violence in their past. CE staff have also incorporated into their daily

work recommendations received from a consultant who conducted a trauma-informed care assessment of the CE access sites. The recommendations incorporated into daily CE work include ensuring that the forms/surveys used are trauma-informed, supervisors have incorporated trauma-informed supervision practices with staff, and the physical space of the CE access sites have been improved to ensure they are appropriate, safe places for persons who have experienced trauma.

1C-5a.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Using De-identified Aggregate Data.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking survivors.

(limit 2,000 characters)

The one Domestic Violence shelter in Detroit, the YWCA Interim House, as well as our Joint TH/RRH DV program Project First Step managed by Neighborhood Legal Services, provided the CoC with de-identified aggregate data from their comparable database on clients served and turned away from their shelter program. In the 20/21 fiscal years, the YWCA Interim House served 370 clients while the Joint TH/RRH project served 101. Collectively throughout the year, the programs turned away 495 clients from services due to no contact, ineligibility, lack of capacity, and other reasons.

Our CE team developed an addendum to the VI-SDPAT tool geared at better assessing and prioritizing individuals and/or families fleeing or with a history of domestic violence as they present with housing needs. The initial plan was to launch this in 2020 however due to other priorities it was postponed. CE plans to implement this tool in the future as we build resource capacity for this population.

Data on Domestic Violence needs were presented to the Values and Funding committee in 2021 as the committee was setting priorities for new project funding.

We are committed to continuing to partner with our DV programs including reviewing, assessing and utilizing their data to strengthen service delivery for this population.

1C-5b.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors–Coordinated Assessment–Safety, Planning, and Confidentiality Protocols.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC’s coordinated entry system protocols incorporate trauma-informed, victim-centered approaches while maximizing client choice for housing and services that:

- | | |
|----|----------------------------------|
| 1. | prioritize safety; |
| 2. | use emergency transfer plan; and |
| 3. | ensure confidentiality. |

(limit 2,000 characters)

1. People who initially access our CE system are asked if they are currently fleeing domestic violence. If the person responds affirmatively, all attempts are made to ensure the person is able to access a safe location for that night, including referring to a D.V. shelter. If the person is unable to enter a D.V. shelter, staff at the D.V. shelter connect the client back to CE or to another shelter. CE staff is trained in trauma-informed care and in working specifically with people who have experienced domestic violence. The CoC prioritizes people fleeing DV when we have vacancies in our PSH or RRH programs.

2. The CoC board approved the CoC’s Emergency Transfer Plan in September 2018. Providers were trained on the Emergency Transfer Plan in 2018. Additionally, the CoC’s Coordinated Entry (known locally as CAM) policies specifically state that “victims of domestic violence cannot be denied access to the CAM process”.

3. To protect the client’s privacy, 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.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender–Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual 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 (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)?	Yes

1C-7.	Public Housing Agencies within Your CoC’s Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy. You Must Upload an Attachment(s) to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.g.	

Enter information in the chart below for the two largest PHAs highlighted in gray on the CoC-PHA Crosswalk Report at <https://files.hudexchange.info/resources/documents/FY-2020-CoC-PHA-Crosswalk-Report.pdf> or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC’s geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2020 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Michigan State Housing Development Authority	80%	Yes-HCV	Yes
Detroit Housing Commission	5%	Yes-Both	Yes

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section VII.B.1.g.	

Describe in the field below:	
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,000 characters)

1. The two PHAs Detroit CoC works with are the Michigan State Housing Development Authority (MSHDA) and the Detroit Housing Commission (DHC). MSHDA was proactive in creating a general homeless preference that dates back at least 12 years. Through the years, the Detroit CoC has worked with MSHDA to help improve the program including advocating for reduced screening criteria, educating housing agents on nuances in working with homeless populations, having monthly meetings with the assigned housing agents to give and get updates on client progress and navigating through issues of locating homeless applicants once they are pulled from the waitlist.

The partnership with DHC was established in or around 2014 as part of the 25 Cities Initiative to house 100 people in 100 days. DHC was approached by partners within the Detroit CoC to be the housing partners in the initiative. At that time, they were identified as an untapped resource that had not been directly connected to the CoC. Mutual benefits were identified including a need for other housing options for CoC participants and a need to quickly fill vacant vouchers on the DHC side. An MOU was established between DHC and HAND (the CoC Lead Agency) that identified the roles and responsibilities of each party. Once the 25 Cities Initiative ended, DHC and the Detroit CoC maintained an MOU that allows for homeless populations to access vouchers through DHC. Recently, a preference has been added to include public housing units and we often partner on other housing initiatives to house persons experiencing homelessness.

2. N/A

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	

5.	Senior Housing	Yes
----	----------------	-----

1C-7c.	Including PHA-Funded Units in Your CoC's Coordinated Entry System. NOFO Section VII.B.1.g.	
--------	---	--

Does your CoC include PHA-funded units in the CoC's coordinated entry process?		Yes
--	--	-----

1C-7c.1.	Method for Including PHA-Funded Units in Your CoC's Coordinated Entry System. NOFO Section VII.B.1.g.	
----------	--	--

If you selected yes in question 1C-7c., describe in the field below:

- | | |
|----|---|
| 1. | how your CoC includes the units in its Coordinated Entry process; and |
| 2. | whether your CoC's practices are formalized in written agreements with the PHA, e.g., MOUs. |

(limit 2,000 characters)

1. PSH projects that receive funding from the PHAs in Detroit (either LIHTC or PBV) take referrals to vacant units via the CoC's typical CE referral and prioritization process. Clients also receive Navigation services when they are referred to these PSH projects to assist them with navigating the housing process to ensure they are able to successfully move into housing. Over the past year, there has been increased collaboration with the PSH providers, Navigators, and PHAs to address and reduce barriers to moving people into PHA units and to troubleshoot as needed to ensure people are able to move in successfully.

2. The CoC has a policy stipulating that LIHTC PSH projects are required to take referrals through CE. The CoC has recognized the need to establish more formal written agreements with our PHAs in order to further improve coordination and collaboration.

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. NOFO Section VII.B.1.g.	
--------	--	--

Did your CoC coordinate with a PHA(s) to submit a joint application(s) for funding of projects serving families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other non-federal programs)?		Yes
---	--	-----

1C-7d.1.	CoC and PHA Joint Application–Experience–Benefits. NOFO Section VII.B.1.g.	
----------	---	--

If you selected yes to question 1C-7d, describe in the field below:

- | | |
|----|--|
| 1. | the type of joint project applied for; |
| 2. | whether the application was approved; and |
| 3. | how your CoC and families experiencing homelessness benefited from the coordination. |

(limit 2,000 characters)

1. In collaboration with Detroit Housing Commission (DHC), the Detroit CoC jointly applied for Mainstream Vouchers and Foster Youth to Independence Initiative (FYI).
2. The application for Mainstream Vouchers was approved in November 2019. The final funding was awarded in April 2020. FYI was not awarded.
3. All selected families will identify as homeless and be referred via our local CE process. We are in the process of creating a formalized process for DHC to assign the vouchers for those experiencing homelessness. When the process is finalized, we will be able to support 104 families with Mainstream Vouchers. Currently, the DHC waiting list is open for new referrals.

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including American Rescue Plan Vouchers.	
	NOFO Section VII.B.1.g.	

Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
---	-----

1C-7e.1.	Coordinating with PHA(s) to Administer Emergency Housing Voucher (EHV) Program–List of PHAs with MOUs.	
	Not Scored–For Information Only	

Did your CoC enter into a Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	-----

If you select yes, you must use the list feature below to enter the name of every PHA your CoC has entered into a MOU with to administer the Emergency Housing Voucher Program.	
PHA	
Detroit Housing C...	
Michigan State Ho...	

1C-7e.1. List of PHAs with MOUs

Name of PHA: Detroit Housing Commission

1C-7e.1. List of PHAs with MOUs

Name of PHA: Michigan State Housing Development Authority

1C. Coordination and Engagement–Coordination with Federal, State, Local, Private, and Other Organiza

1C-8.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1C-9.	Housing First–Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition.	46
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2021 CoC Program Competition that have adopted the Housing First approach.	46
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-coordinated entry projects the CoC has ranked in its CoC Priority Listing in the FY 2021 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1C-9a.	Housing First–Project Evaluation.	
	NOFO Section VII.B.1.i.	

Describe in the field below how your CoC regularly evaluates projects to ensure those that commit to using a Housing First approach are prioritizing rapid placement and stabilization in permanent housing and are not requiring service participation or preconditions of program participants.

(limit 2,000 characters)

100% of CoC-funded projects have committed to using a Housing First approach. These projects are evaluated on how they ensure rapid placement into housing and do not require service participation or preconditions of participants by the following means:

- Projects are evaluated on the average length of time it takes to move a person into housing after receiving the referral from CE.
- In the FY21 local review process, all PSH projects were evaluated on several agency policies, including project termination, eviction prevention, and provision of supportive services. These policies were evaluated for a Housing First orientation.
- Agencies seeking new funding are evaluated on their response in the application to how the agency implements Housing First. These projects are also evaluated on their project termination and eviction prevention policies, to ensure these policies take a Housing First orientation.
- Agencies seeking new PSH or RRH funding must submit a copy of a typical lease agreement used by program participants, to ensure the lease does not contain any language regarding required service participation.
- All CoC-funded projects have eliminated project eligibility criteria that require preconditions. As referrals to projects are made via CE, projects are required to accept those referrals in accordance with our CoC's prioritization policies. Only in rare instances may a project deny a referral from CE, and these instances are for reasons other than clients meeting certain preconditions.

1C-9b.	Housing First–Veterans.	
	Not Scored–For Information Only	

Does your CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	Yes
---	-----

1C-10.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	

Describe in the field below:	
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

(limit 2,000 characters)

1. The Detroit CoC has several Street Outreach (SO) programs, including projects operated by NSO, AFG, Cass Comm. Social Svcs, Covenant House, the NOAH Project, Motor City Mitten Mission, Covenant Community Care, the Ark Association, Ruth Ellis Center, and Central City Integrated Health. Three of these target youth. The SO staff rely on data where unsheltered persons are known to be and use evidence-based practices of engagement to build trust with the client. Unsheltered people on the chronic By-Name-List are targeted for outreach, and those who engage with SO are added to the By-Name-List.

2. Although outreach is targeted in areas with the greatest needs, outreach services are available in 100% of the CoC's geographic area of Detroit Hamtramck, and Highland Park.

3. Street outreach is conducted daily. Teams operate at different times, to ensure coverage at different hours. Teams providing outreach to the same population type (e.g., youth) go out on different days and times.

4. Detroit's SO providers are experienced working with the chronically homeless and use motivational interviewing and continual engagement to build rapport and trust with the client. SO coordinates with soup kitchens and other providers where consumers have already built relationships and collaboratively work to provide housing services to the consumer where they feel most comfortable. When consumers are hesitant to engage, the SO team offers other types of interventions, including assistance with accessing a shelter or other resources, as well as assistance accessing CE. Over the past year, two new outreach initiatives (HOT team and 8Mile/Woodward teams) have been implemented to target people resistant to engaging with the homeless system. Additionally, a collaboration between Neighborhood Police Officers and SO teams has been established, along with a centralized geographic-wide SO request system where businesses and residents can request the assistance of street outreach professionals.

1C-11.	Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to prevent the criminalization of homelessness in your CoC's geographic area:

1.	Engaged/educated local policymakers	Yes
2.	Engaged/educated law enforcement	Yes
3.	Engaged/educated local business leaders	Yes
4.	Implemented communitywide plans	Yes
5.	Other:(limit 500 characters)	

1C-12.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.i.	

	2020	2021
Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of "Current."	853	891

1C-13.	Mainstream Benefits and Other Assistance–Healthcare–Enrollment/Effective Utilization.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC assists persons experiencing homelessness with enrolling in health insurance and effectively using Medicaid and other benefits.

	Type of Health Care	Assist with Enrollment?	Assist with Utilization of Benefits?
1.	Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
2.	Private Insurers	Yes	Yes
3.	Nonprofit, Philanthropic	Yes	Yes
4.	Other (limit 150 characters)		

1C-13a.	Mainstream Benefits and Other Assistance—Information and Training.	
	NOFO Section VII.B.1.m	

Describe in the field below how your CoC provides information and training to CoC Program-funded projects by:

1.	systemically providing up to date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
2.	communicating information about available mainstream resources and other assistance and how often your CoC communicates this information;
3.	working with projects to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; and
4.	providing assistance with the effective use of Medicaid and other benefits.

(limit 2,000 characters)

1. The CoC shares information regarding mainstream resources via our bi-weekly newsletter and welcomes agencies to present the resources they can provide at our bi-monthly CoC Meetings. COVID-specific resources are shared in our monthly COVID-specific newsletters and webinars.

2. The CoC communicates the availability of mainstream resources via our bi-weekly newsletter and our bi-monthly CoC Meetings. Time-sensitive resource availability is communicated via a special disbursement of the newsletter outside of the regularly scheduled distribution. They are also posted to social media. Phone calls and other direct contact may also be made as necessary.

3. It is a requirement for new and renewal CoC Project Applicants to demonstrate their ability to connect their clients to mainstream resources including health insurance. The CoC promotes the relationship and connection between homeless service providers and the agencies who in turn deliver healthcare services to their clients. These connections are made by way of resource/employment fairs, agency-generated resource guides, and 1:1 guidance during case management.

4. There is an expectation in the CoC that PSH Providers will utilize Medicaid-funded services to support clients in PSH. Efforts are underway at the state level to increase access to Medicaid billable services for homeless service providers and training on this initiative will be forthcoming. Recently implemented strategies have resulted in data matching between HMIS and Medicaid data that allow for the identification of overlap between the two systems with the hope of increasing collaboration and the data-informed

targeting of services to individuals who indicate a need for specialized intervention.

1C-14.	Centralized or Coordinated Entry System–Assessment Tool. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC’s coordinated entry system:

1.	covers 100 percent of your CoC’s geographic area;
2.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
3.	prioritizes people most in need of assistance; and
4.	ensures people most in need of assistance receive assistance in a timely manner.

(limit 2,000 characters)

1. The CoC CE system, locally referred to as the Coordinated Assessment Model (CAM), covers 100% of our geographic area by using a hybrid call center and multisite approach via physical access points throughout the CoC’s area.

2. Multiple SO teams cover the CoC area, including coverage 7 days a week. SO transports persons to the access points for assessment and shelter referral. If a client is contacted by SO after hours, the client will be transported to shelter for the night, and the shelter follows up with CAM the following morning. Unsheltered clients who refuse shelter or to go to the access point are continuously engaged by SO to complete the standardized assessment and report their name, location, and assessment outcome to the CAM.

3. People experiencing homelessness are prioritized based on the results of the common assessment (SPDAT) and the person’s chronic homeless status. The CoC uses “acuity groups” to determine the best intervention:

- Acuity Group 1 (chronically homeless, SPDAT score 35-60 for singles, 54-80 for families): referred to PSH
- Acuity Group 2 (not chronically homeless, SPDAT score 35-60 for singles, 54-80 for families): referred to PSH (if available) or RRH/TH/HCV (if no PSH available)
- Acuity Group 3 (not chronically homeless, SPDAT score 20-34 for singles, 27-53 for families): referred RRH/TH/HCV
- Acuity Group 4 (not chronically homeless, SPDAT score 0-19 for singles, 0-26 for families): referred to mainstream resources

People are further prioritized within each acuity group as follows:

- 1st: Chronically homeless
- 2nd: Unsheltered
- 3rd: Fleeing D.V.
- 4th: SPDAT score
- 5th: Families, then singles (when vacancy could be used for either population)
- 6th: LOT homeless

4. Referrals are made to PSH/RRH vacancies within 2 days of the vacancy being available. PSH/RRH providers are expected to contact a CE referral within 2 – 3 days of receiving the referral. Providers are evaluated on the length of time it takes them to move a person into housing.

1C-15.	Promoting Racial Equity in Homelessness–Assessing Racial Disparities.	
	NOFO Section VII.B.1.o.	

Did your CoC conduct an assessment of whether disparities in the provision or outcome of homeless assistance exists within the last 3 years?	Yes
--	-----

1C-15a.	Racial Disparities Assessment Results.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the findings from your CoC's most recent racial disparities assessment.

1.	People of different races or ethnicities are more likely to receive homeless assistance.	Yes
2.	People of different races or ethnicities are less likely to receive homeless assistance.	Yes
3.	People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	Yes
4.	People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	Yes
5.	There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	No
6.	The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	No

1C-15b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.o.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	No
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	No
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	No
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes

9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	No
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	No
Other:(limit 500 characters)		
12.	Local CoC-led racial equity campaign	Yes

1C-15c.	Promoting Racial Equity in Homelessness Beyond Areas Identified in Racial Disparity Assessment.	
	NOFO Section VII.B.1.o.	

Describe in the field below the steps your CoC and homeless providers have taken to improve racial equity in the provision and outcomes of assistance beyond just those areas identified in the racial disparity assessment.

(limit 2,000 characters)

The Michigan State Housing Development Authority has engaged a consultant that will work with our CoC and others to identify ways in which we can improve our CoC from a racial equity lens. This work will also include a peer support system with other CoCs to share practices that are working well. HAND, as the CoC Lead Agency and Collaborative Applicant, will be looking at our policies and procedures to identify inequitable practices and make corrections to promote racial equity. Likewise, we intend to review the practices of our coordinated entry system to improve racial equity outcomes.

We would like to cast a wide net to review equity from a subpopulation perspective. Historically, single males have been the majority of those experiencing homelessness in our system. As such, many resources have catered to them. Our goal is to design a system that is more equitable and responsive to the needs of other subpopulations including securing larger housing units for families, ensuring safety for those fleeing domestic violence, and having more options for LGTBQ.

We have also identified the need to build cross-system partnerships to improve racial equity outcomes in the homeless system. We cannot improve racial equity in the homeless system without also addressing the systems that feed the homeless system. Inequities in employment, education, and corrections impact the homeless system at the start of a person’s engagement with homelessness resources.

1C-16.	Persons with Lived Experience–Active CoC Participation.	
	NOFO Section VII.B.1.p.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with	Number of People with
	FY2021 CoC Application	Page 24	11/12/2021

		Lived Experience Within the Last 7 Years or Current Program Participant	Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	13	7
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	13	7
3.	Participate on CoC committees, subcommittees, or workgroups.	13	7
4.	Included in the decisionmaking processes related to addressing homelessness.	13	7
5.	Included in the development or revision of your CoC's local competition rating factors.	3	0

1C-17.	Promoting Volunteerism and Community Service.	
	NOFO Section VII.B.1.r.	

Select yes or no in the chart below to indicate steps your CoC has taken to promote and support community engagement among people experiencing homelessness in the CoC's geographic area:

1.	The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	Yes
2.	The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery, data entry).	No
3.	The CoC works with organizations to create volunteer opportunities for program participants.	Yes
4.	The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	Yes
5.	Provider organizations within the CoC have incentives for employment and/or volunteerism.	Yes
6.	Other:(limit 500 characters)	

1D. Addressing COVID-19 in the CoC's Geographic Area

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

1D-1.	Safety Protocols Implemented to Address Immediate Needs of People Experiencing Unsheltered, Congregate Emergency Shelter, Transitional Housing Homelessness.	
	NOFO Section VII.B.1.q.	
	Describe in the field below protocols your CoC implemented during the COVID-19 pandemic to address immediate safety needs for individuals and families living in:	
1.	unsheltered situations;	
2.	congregate emergency shelters; and	
3.	transitional housing.	

(limit 2,000 characters)

1. SO continued to engage unsheltered clients, but protocol was established to minimize exposure, including reducing the number of people transported in one vehicle and installing barriers between driver and passengers. Efforts were increased to link clients with the shelter system or natural supports. Staff/clients were provided with PPE. Sanitation and shower stations were set up to address hygiene needs. Two isolation shelters were established for COVID symptomatic and COVID positive clients to quarantine and receive medical care. Symptom screening was conducted during engagements and symptomatic clients were connected to the isolation shelters. Testing and vaccinations were regularly offered for persons interested. Protocol was established to avoid moving encampments except in extreme situations, but instead provide increased outreach to the unsheltered.

2. CoC & Detroit Health Dept. helped shelters implement the following protocols: adjust facility layout/ modify capacity and client movement within the shelter to allow for social distancing; distribute PPE; increase sanitation practices; screen client for symptoms; and do on-site testing. Two overflow shelters were opened to offset bed loss. Shelter operations were changed to reduce exits from shelters, increase shelter operating hours, and keep seasonal shelters open. Nurses screened clients at shelters and addressed concerns. Two isolation shelters were developed for symptomatic and positive clients to quarantine until safe to return to the main system.

3. CoC & Detroit Health Dept. helped TH implement the following protocols: adjust facility layout/ modify capacity and client movement within the facility to

allow for social distancing; distribute PPE; increase sanitation practices; screen client for symptoms; and do on-site testing. Nurses screened clients and addressed concerns. Two isolation shelters were developed for symptomatic and positive clients to quarantine until safe to return to the main system.

1D-2.	Improving Readiness for Future Public Health Emergencies.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC improved readiness for future public health emergencies.

(limit 2,000 characters)

The CoC has established and strengthened relationships with a number of stakeholders and entities that will be essential for a successful response to future public health emergencies. Perhaps the most important relationship established/strengthened was with the Detroit Health Department (DHD). DHD was an integral partner in the CoC’s pandemic response and strong working relationships have been forged. The CoC has also strengthened its relationship with the local hospital and health systems. Having these relationships established will help to expedite rapid response time, minimize confusion, and allow early conversations to be focused on emerging needs rather than establishing joint-decision making structures. Partnerships with other homeless funding entities have been strengthened as well. The protocol developed for rapid and flexible joint-decision-making can be adapted and utilized for future health responses.

The CoC has learned many lessons throughout our ongoing response to COVID-19 that will help improve future readiness as well. The CoC has learned how to adapt local processes to facilitate a quick response. The CoC has strengthened mechanisms for funding decisions to be collaboratively made with our community’s ESG entitlement entity. And the CoC has established channels to disseminate information to providers rapidly and allow for real-time training and problem-solving.

Additionally, state-funded shelters are now required to have a written emergency preparedness plan detailing how they will address future public health emergencies within their facilities and how they will work with local leadership to implement those plans.

1D-3.	CoC Coordination to Distribute ESG Cares Act (ESG-CV) Funds.	
	NOFO Section VII.B.1.q	

Describe in the field below how your CoC coordinated with ESG-CV recipients to distribute funds to address:

1.	safety measures;	
2.	housing assistance;	
3.	eviction prevention;	
4.	healthcare supplies; and	

5.	sanitary supplies.
----	--------------------

(limit 2,000 characters)

1. The CoC Lead Agency worked collaboratively with the City of Detroit (the primary recipient of ESG-CV funds) on RFP development and application review that ultimately resulted in the City awarding \$5,002,007 in ESG-CV funds to support emergency shelters, including non-congregate shelter activities and COVID isolation/quarantine shelters, a key safety measure against COVID-19.
2. The CoC Lead Agency worked collaboratively with the City of Detroit (the primary recipient of ESG-CV funds) on RFP development and application review that ultimately resulted in the City awarding \$3,727,688 in ESG-CV funds to support RRH programming to provide housing assistance for people experiencing homelessness.
3. The CoC Lead Agency worked collaboratively with the City of Detroit (the primary recipient of ESG-CV funds) on RFP development and application review that ultimately resulted in the City awarding \$2,002,604 in ESG-CV funds to support homelessness prevention activities. The CoC and the City of Detroit also worked collaboratively to establish priorities for the use of ERA funding.
4. The CoC Lead Agency worked collaboratively with the City of Detroit (the primary recipient of ESG-CV funds) on RFP development and application review that ultimately resulted in the City awarding ESG-CV funds to service provider agencies to support the purchase and distribution of PPEs, COVID testing, and COVID vaccination strategies.
5. The CoC Lead Agency worked collaboratively with the City of Detroit (the primary recipient of ESG-CV funds) on RFP development and application review that ultimately resulted in the City awarding ESG-CV funds to service provider agencies to support measures to improve sanitation such as establishing portable toilets/showers, handwashing stations, and the purchase of cleaning supplies.

1D-4.	CoC Coordination with Mainstream Health.	
-------	--	--

NOFO Section VII.B.1.q.

Describe in the field below how your CoC coordinated with mainstream health (e.g., local and state health agencies, hospitals) during the COVID-19 pandemic to:

- | | |
|----|--|
| 1. | decrease the spread of COVID-19; and |
| 2. | ensure safety measures were implemented (e.g., social distancing, hand washing/sanitizing, masks). |

(limit 2,000 characters)

1. The CoC partnered with the Detroit Health Dept (DHD) and MI Dept of Health and Human Services (MDHHS) to coordinate local pandemic response and decrease the spread of COVID. At the start of the pandemic, daily calls were held with local and state-level leadership to address immediate/emerging needs and develop longer-term response strategies. DHD and MDHHS participated in these calls with an array of other stakeholders. The CoC and the City of Detroit Housing and Revitalization Dept (HRD) partnered with DHD to develop

protocols and guidance for congregate and non-congregate shelters/TH and to ensure protocol was implemented. Alternative shelters were developed for symptomatic and positive clients to quarantine. HRD managed the shelters through Sept 2020, and DHD began managing them from Sept 2020 to the present. Nurses from DHD provided regular symptom screening to clients in congregate facilities. The CoC partnered with hospitals to ensure homeless persons being discharged were linked with CE for assessment and transportation. The CoC partnered with DHD and MDHHS to provide regular testing and vaccination clinics at congregate facilities and to the unsheltered.

2. The CoC and the City collaborated with DHD to develop protocols and guidance for congregate and non-congregate shelters/TH. This protocol was updated regularly in accordance with emerging federal guidance. DHD also worked directly with congregate facilities to modify layout and ensure social distancing and safety protocols were upheld. Ongoing training was held for providers in partnership with DHD, MDHHS, the CDC, the local hospital system, and other systems partners. The CoC worked with MDHHS, DHD, HRD, and donors to obtain PPE for staff and clients and to address other needs as they arose. Client incentives were used to encourage clients to be tested and to quarantine at isolation shelters. Hazard pay was provided to front-line staff to promote job retention and compliance with changing protocol.

1D-5.	Communicating Information to Homeless Service Providers.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC communicated information to homeless service providers during the COVID-19 pandemic on:	
1.	safety measures;
2.	changing local restrictions; and
3.	vaccine implementation.

(limit 2,000 characters)

1. The CoC partnered closely with the Detroit Health Department (DHD) to develop a safety protocol for the shelter providers and congregate facilities. DHD and the City of Detroit Housing Revitalization Department (HRD) also made visits directly to the shelters to assist in safety planning and the implementation of the protocol. The CoC Lead Agency also developed safety protocols for the non-congregate providers. Regular phone calls and emails were also conducted. Weekly COVID-19 webinars were held where protocol was discussed, trainings were provided, resources were shared, and providers had a chance to ask questions and problem solve. A COVID-19 situation report was developed and distributed monthly. It contained data on the spread of the pandemic within the CoC, homeless response actions taken, important system updates, and resources. Lastly, a COVID-19 page was developed on the CoC Lead Agency website where protocol, updates, and resources were shared.

2. Changes in local restrictions were shared via email, newsletter, posting on the CoC Lead Agency Website, and during weekly COVID-19 specific webinars. Direct phone calls were also made as needed. Changes were also communicated in monthly provider workgroup meetings.

3. Information and trainings on vaccines were shared during the weekly COVID-

19 webinars. DHD also provided training for staff and clients on-site. Updates and scheduling for ongoing vaccination clinics were communicated via email and phone. Vaccine implementation information and strategies were also shared at monthly provider workgroup meetings.

1D-6.	Identifying Eligible Persons Experiencing Homelessness for COVID-19 Vaccination.	
	NOFO Section VII.B.1.q.	

Describe in the field below how your CoC identified eligible individuals and families experiencing homelessness for COVID-19 vaccination based on local protocol.

(limit 2,000 characters)

Once the COVID-19 vaccine became available, the State of Michigan prioritized persons working or staying in homeless shelters to receive the vaccine. Starting in early 2021, the City of Detroit hosted daily multiple free, accessible walk-in/drive-in clinics around the city for people to receive the vaccine.

Vaccinating the homeless community was a priority for the City of Detroit (CoD) and the Detroit Health Department (DHD). Although the vaccine supply was limited, in January 2021 CoD and DHD launched a shelter vaccine clinic project; the first vaccines were administered on January 13. From January through April 2021, shelter clinics were open to residents and staff. Over those four months, a total of 64 vaccine clinics were held and 2,771 doses were administered. While vaccination clinics slowed in May 2021, as of the fall of 2021, vaccination efforts have ramped up again with the CoD adding HONU as a vaccine administrator. Starting fall 2021, DHD and HONU have begun alternating weekly shelter clinics.

In April 2021, HAND (the CoC HMIS Lead Agency) received City ESG-CV funding to support HMIS data entry, and the HAND Vaccination Team was formed with the goal of increasing the accuracy of vaccine reporting in HMIS. Custom HMIS reports have been utilized to identify persons in shelters over the age of 18 that had no HMIS record of vaccination. This information was used to plan vaccine clinics. The State of Michigan provided local CoCs with HMIS data matched to data from the Michigan Care Improvement Registry (a Statewide portal of vaccine recipients) to determine local immunization rates in order to promote further outreach and engagement.

ESG-CV funding has been made available to provide vaccine incentives to encourage people to receive the vaccine. Homeless service providers also report that at times staff sharing their personal stories of receiving the vaccine helped to increase the likelihood of their clients' willingness to receive the vaccine.

1D-7.	Addressing Possible Increases in Domestic Violence.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC addressed possible increases in domestic violence calls for assistance due to requirements to stay at home, increased unemployment, etc. during the COVID-19 pandemic.

(limit 2,000 characters)

In order to address increases in people fleeing domestic violence accessing Coordinated Entry and meet heightened demand for resources, Detroit’s Coordinated Entry Lead Agency (referred to locally as CAM) applied for and was awarded flexible, private funds specifically to meet the crisis needs of this population. The funds were utilized to serve households fleeing domestic violence by providing hotel stays, assistance with moving costs, household goods, and basic needs such as food, diapers, gas, etc. The CAM coordinated closely with local domestic violence shelters to ensure that these funds were available for use for households accessing CAM as well as households who entered domestic violence shelters directly.

Over the past year, the CoC Lead agency has been having intentional conversations with the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV) to improve coordination and collaboration between the domestic violence and homeless response systems. The MCEDSV has provided training to homeless service providers on best practices for working with people fleeing domestic violence and for providing trauma-informed care.

1D-8.	Adjusting Centralized or Coordinated Entry System.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC adjusted its coordinated entry system to account for rapid changes related to the onset and continuation of the COVID-19 pandemic.

(limit 2,000 characters)

Detroit’s Coordinated Entry System (referred to locally as CAM) made a number of rapid changes to access in order to respond to the pandemic. In March 2020, CAM rapidly adjusted to the realities of COVID-19 by transitioning overnight from a 100% in-person access model to a 100% phone-based model. CAM also expanded its hours to ensure emergency access. By June 2020, the CAM began offering some in-person access while continuing to primarily operate a phone system. They also rolled out a more robust fully functioning call center system, inclusive of more sophisticated features such as automated functions, voicemail capabilities, and options to receive a call-back during times of higher volume. In August 2021, the CAM began offering even more in-person access, while continuing to maintain the call center.

Further, in March 2020, CAM staff worked closely with staff from the Detroit Health Department, the City of Detroit’s Housing & Revitalization Department, and local hospitals to create a referral and transportation system for an emergency shelter specifically for people who had COVID-19 symptoms or had tested positive for COVID-19. Hospitals and emergency shelter providers coordinated with the CAM to discharge households to this shelter facility as needed in order to prevent people with suspected or confirmed cases of COVID-19 from entering congregate facilities and spreading the virus to others.

This referral process also coordinated transportation from Detroit's congregate homeless facilities to this quarantine shelter.

1E. Project Capacity, Review, and Ranking–Local Competition

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions–essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

1E-1.	Announcement of 30-Day Local Competition Deadline–Advance Public Notice of How Your CoC Would Review, Rank, and Select Projects. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.a. and 2.g.	

1.	Enter the date your CoC published the 30-day submission deadline for project applications for your CoC's local competition.	09/21/2021
2.	Enter the date your CoC publicly posted its local scoring and rating criteria, including point values, in advance of the local review and ranking process.	09/21/2021

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. You Must Upload an Attachment to the 4B. Attachments Screen. We use the response to this question as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria listed below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Used data from a comparable database to score projects submitted by victim service providers.	Yes
5.	Used objective criteria to evaluate how projects submitted by victim service providers improved safety for the population they serve.	Yes
6.	Used a specific method for evaluating projects based on the CoC's analysis of rapid returns to permanent housing.	Yes

1E-2a.	Project Review and Ranking Process–Addressing Severity of Needs and Vulnerabilities.	
--------	--	--

NOFO Section VII.B.2.d.

Describe in the field below how your CoC reviewed, scored, and selected projects based on:

- | | |
|----|--|
| 1. | the specific severity of needs and vulnerabilities your CoC considered when ranking and selecting projects; and |
| 2. | considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area. |

(limit 2,000 characters)

1. The specific severity of needs that the CoC considers when ranking and selecting projects is related to project type. PSH projects are ranked above other projects because these projects serve a highly vulnerable population, specifically persons experiencing chronic homelessness. Since the implementation of Coordinated Entry, all persons are assessed via a common assessment tool (the VI-SPDAT and SPDAT), which are used to determine the best type of housing intervention for the person. The CoC has additionally adopted HUD’s Order of Priority, which prioritizes the chronically homeless for PSH over non-chronically homeless. Adopting this common assessment tool and the orders of priority has resulted in a greater level of continuity amongst our PSH providers in the severity of needs in the persons being served. Therefore, all PSH providers are serving persons who have high levels of need and are highly vulnerable.

2. The CoC considers the severity of needs and vulnerabilities of persons served in CoC-funded projects by ranking PSH projects above renewal RRH and TH projects. Additionally, PSH projects have different (lower) performance expectations for income and employment measures. This is done in recognition that persons in PSH, who are chronically homeless, have greater barriers to increasing income/employment and, as PSH is a long-term program having a sustainable source of income is less urgent a need than for participants in short-term RRH and TH programs. Additionally, during the ranking process, if a project that serves a highly vulnerable population falls into Tier 2 during the ranking process or is the only project of that kind in the CoC, the CoC board may decide to instead place that project into Tier 1.

1E-3.	Promoting Racial Equity in the Local Review and Ranking Process.	
	NOFO Section VII.B.2.e.	

Describe in the field below how your CoC:

- | | |
|----|--|
| 1. | obtained input and included persons of different races, particularly those over-represented in the local homelessness population, when determining the rating factors used to review project applications; |
| 2. | included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; |
| 3. | rated and ranked projects based on the degree to which their program participants mirror the homeless population demographics (e.g., considers how a project promotes racial equity where individuals and families of different races are over-represented). |

(limit 2,000 characters)

1. The CoC obtained input from a variety of persons in the CoC when determining rating factors used to review project applications. Collaborative Applicant staff, CoC board, and two CoC committees were specifically a part of determining rating factors for renewal and new projects. Amongst these

individuals, of those who chose to disclose this information, 76% identified as non-white and 24% identified as white. Additionally, 12% identified as Hispanic/Latino. Proposed rating factors for renewal projects are also subject to a public comment process, and comments were accepted from anyone in the CoC who chose to respond. The opportunity to comment on renewal project rating factors was made known broadly across the CoC. The Detroit CoC is committed to ensuring a diversity of voices and opinions throughout the decision-making process.

2. There are several groups of people involved in the review, selection, and ranking process of renewal and new project applications, including Collaborative Applicant staff, committees, and the CoC board. Amongst these individuals, of those who chose to disclose this information, 65% identified as non-white and 35% identified as white. Additionally, 10% identified as Hispanic/Latino. The Detroit CoC is committed to ensuring a diversity of voices and opinions throughout the decision-making process.

3. All program participants in CoC funded projects are referred to those projects from the Coordinated Entry system, which means that the extent to which the participants in those projects mirror the overall homeless system demographics is more a reflection of our CE system, and less a reflection on the actual projects themselves, as the projects have very little control over their “front door”. In the coming year, the CoC will continue to analyze the extent to which project referrals are made to CoC-funded projects in an equitable manner.

1E-4.	Reallocation—Reviewing Performance of Existing Projects. We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criterion below.	
	NOFO Section VII.B.2.f.	

Describe in the field below:	
1.	your CoC’s reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year;
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable; and
5.	how your CoC communicated the reallocation process to project applicants.

(limit 2,000 characters)

1. Reallocation based on performance: All renewal projects are evaluated and scored on objective criteria. If a renewal project scores under 70%, that project will be reallocated unless an appeal is granted. Projects that score under 70% may appeal and provide rationale for why the project should continue to be funded. If the appeal is not granted, the project will be reallocated.

Reallocation based on need: The CoC uses data (gaps analysis, annual HMIS data, and CE data) to ensure the projects submitted to HUD align with community needs. If the CoC board decides to reallocate a project for reasons other than performance, that decision must be supported by data. Projects selected for reallocation for not meeting a community need are able to appeal this decision.

2. Using the CoC’s published reallocation policies and process, the CoC did not identify any projects to reallocate this year.

3. The CoC is not reallocating any low-performing or less-needed projects in this year’s competition.

4. In this year’s local project review, 4 renewal projects fell below the scoring threshold. Per our policy, these projects submitted an appeal and provided rationale why the project should be submitted for continued funding. Based on the rationale provided, the CoC board approved their submission for renewal funding and did not reallocate the projects. Three of the 4 projects fell below threshold due to late submission of application materials, and not due to poor project performance. The 4th project that fell below threshold was placed on a corrective action plan to ensure the performance factor (project utilization) that caused the low score will be corrected. This 4th project serves people fleeing DV, which was an additional factor considered for not reallocating it as the project meets a need in our CoC.

5. The reallocation policy was communicated via the policy being posted to the CoC Lead Agency’s website on 6/6/2021 and referenced in the renewal project application materials.

1E-4a.	Reallocation Between FY 2016 and FY 2021. We use the response to this question as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criterion below.	
NOFO Section VII.B.2.f.		

Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2016 and FY 2021?	No
--	----

1E-5.	Projects Rejected/Reduced–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen if You Select Yes.	
NOFO Section VII.B.2.g.		

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	If you selected yes, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps.	10/22/2021

1E-5a.	Projects Accepted–Public Posting. You Must Upload an Attachment to the 4B. Attachments Screen.	
NOFO Section VII.B.2.g.		

Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.	11/01/2021
---	------------

1E-6.	Web Posting of CoC-Approved Consolidated Application. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.2.g.	

Enter the date your CoC's Consolidated Application was posted on the CoC's website or affiliate's website—which included: 1. the CoC Application; 2. Priority Listings; and 3. all projects accepted, ranked where required, or rejected.	11/10/2021
--	------------

2A. Homeless Management Information System (HMIS) Implementation

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

Enter the name of the HMIS Vendor your CoC is currently using.	Community Services
--	--------------------

2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

Select from dropdown menu your CoC’s HMIS coverage area.	Statewide
--	-----------

2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

Enter the date your CoC submitted its 2021 HIC data into HDX.	05/14/2021
---	------------

2A-4.	HMIS Implementation—Comparable Database for DV.	
	NOFO Section VII.B.3.b.	

Describe in the field below actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC:

- | | |
|----|---|
| 1. | have a comparable database that collects the same data elements required in the HUD-published 2020 HMIS Data Standards; and |
| 2. | submit de-identified aggregated system performance measures data for each project in the comparable database to your CoC and HMIS lead. |

(limit 2,000 characters)

1. The Detroit CoC currently has two homeless service providers with a total of three projects that are serving the DV population and are restricted from entering data in HMIS. The comparable databases they are using are Empower and QuickBase. The HMIS Lead Agency has worked with all of them to evaluate and ensure that they have a functional comparable database to record DV data. The HMIS Lead Agency continues to support them by assisting with the development and/or updates to their perspective comparable databases to capture relevant data. They are held to the same standard for data completeness and data quality and participate on the CoC sector-specific workgroups where this information is frequently reviewed. The HMIS Lead Agency works with them annually to ensure they can submit their APR & CAPER reports. The HMIS Lead Agency provides direct technical assistance to all projects through our required Agency Administration meetings that are held every 6 weeks or on an as-needed basis.

2. DV service providers that report into a comparable database are required to submit certain project performance data to their primary funder, either the City of Detroit or the CoC. This performance data includes project performance on system performance measures including exits to permanent housing and increase in income and employment. This data is used to evaluate project performance when considering project funding levels.

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2021 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2021 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	997	67	930	100.00%
2. Safe Haven (SH) beds	40	0	40	100.00%
3. Transitional Housing (TH) beds	337	8	329	100.00%
4. Rapid Re-Housing (RRH) beds	891	63	828	100.00%
5. Permanent Supportive Housing	2,947	0	2,397	81.34%
6. Other Permanent Housing (OPH)	0	0	0	

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,000 characters)

1. 550 VASH PSH beds were not captured in HMIS in the 2021 HIC, resulting in PSH bed coverage rate under 85%. The HMIS Lead Agency continues to work

with our local VA to encourage HMIS collaboration and the use of the HMIS system for their homelessness programs. In late 2021 the VA purchased licenses for some of their staff. The goal is for select VA VASH staff to start entering data directly in HMIS for their PSH programming going forward which will positively impact our PSH coverage. The combination of direct data entry as well as a potential import from the VA HOMES system will improve our coverage for 2022.

2. The VA VASH staff were onboarded and trained on HMIS Data Entry in August 2021. The goal of this collaboration is to capture VASH activity for clients on our community Veteran By Name List. The entering of the VASH data going forward will provide HMIS coverage for a portion of those clients in PSH. The HMIS Lead Agency will continue to explore the ability to import data from HOMES on all VASH beds into HMIS for the 2022 HIC. The HMIS Lead Agency will also continue to participate on the statewide planning committee & coordinate with our HMIS vendor that are spearheading these efforts. The CoC's goal is to get 100% coverage for PSH and the VA data is moving in the right direction as evidenced by our local veteran partner's recent commitments.

2A-5b.	Bed Coverage Rate in Comparable Databases.	
	NOFO Section VII.B.3.c.	

Enter the percentage of beds covered in comparable databases in your CoC's geographic area.	100.00%
---	---------

2A-5b.1.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Question 2A-5b.	
	NOFO Section VII.B.3.c.	

If the bed coverage rate entered in question 2A-5b. is 84.99 percent or less, describe in the field below:

- | | |
|----|--|
| 1. | steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent; and |
| 2. | how your CoC will implement the steps described to increase bed coverage to at least 85 percent. |

(limit 2,000 characters)

N/A

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by January 15, 2021, 8 p.m. EST?	Yes
---	-----

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

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

2B-1.	Sheltered and Unsheltered PIT Count—Commitment for Calendar Year 2022	
	NOFO Section VII.B.4.b.	

Does your CoC commit to conducting a sheltered and unsheltered PIT count in Calendar Year 2022?	Yes
---	-----

2B-2.	Unsheltered Youth PIT Count—Commitment for Calendar Year 2022.	
	NOFO Section VII.B.4.b.	

Does your CoC commit to implementing an unsheltered youth PIT count in Calendar Year 2022 that includes consultation and participation from youth serving organizations and youth with lived experience?	Yes
--	-----

2C. System Performance

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

2C-1.	Reduction in the Number of First Time Homeless—Risk Factors.	
	NOFO Section VII.B.5.b.	

Describe in the field below:	
1.	how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;
2.	how your CoC addresses individuals and families at risk of becoming homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.

(limit 2,000 characters)

1. The Detroit CoC determined risk for first-time homelessness by using diversion and prevention assessment and screening tools (including screening for ERAP) when people first access CE.
 - All persons who access CE are asked questions to assist them with identifying other options for safe housing and divert them from shelter. Risk factors include a lack of natural supports and a lack of income.
 - Prevention programs prioritize people most at risk of homelessness or eviction. A screening tool is used to determine homeless risk. Eviction risk is determined by where the person is in the court process. This prioritization process ensures the persons facing the most urgent eviction crisis, and most at-risk of eviction, are prioritized first.

2. Strategies used to reduce the number of first time homeless:
 - Diversion: Every attempt is made to divert persons seeking ES to safe housing other than shelter. In CY20, 2294 households were diverted from shelter, or 28% of people with a CE intake. Data show families were diverted at higher rates than individuals, and only 9% of those diverted needed financial assistance to be diverted.
 - Prevention: The past year has seen record levels of funding to prevent people from becoming homeless. The City of Detroit currently funds prevention programs with \$7,628,130 of ESG, ESG-CV & CDBG funding. Our CoC also received \$175,000,000 in ERAP which has prevented thousands of families from becoming homeless. The CoC uses \$148K in State ESG-CV funding for prevention. SSVF also provides prevention funding.
 - SSVF Rapid Resolution: First piloted in June 2018 by the VA (and since fully launched) with the CoC’s SSVF providers a “Rapid Resolution” strategy that

uses current SSVF funding to divert veterans from homelessness.
 • CE: Screening occurs at CE to determine risk of eviction or homelessness; persons at greater risk are prioritized.

3. CAM Governance committee (diversion), Veteran Leadership team (SSVF Rapid Resolution), Prevention workgroup.

2C-2.	Length of Time Homeless–Strategy to Reduce.	
	NOFO Section VII.B.5.c.	

Describe in the field below:		
1.	your CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,000 characters)

1. The average length of time (LOT) people experienced homelessness over the past year increased, primarily due to system challenges accentuated by COVID. The CoC has been, and will continue to, strategically address these challenges. These strategies include engaging landlords to make units available to program participants, increasing the supply of housing funded via tax credits or other sources, increasing program staff capacity, and analyzing on a quarterly basis how long it takes to move a person from PSH/RRH referral to move-in to further identify points in the process where improvement is needed. The CoC also continues to implement a “Moving Up” strategy to move people from PSH/RRH into an HCV, thereby freeing up that PSH/RRH resource for another person experiencing homelessness. LOT data is provided quarterly to the City of Detroit for their own program monitoring. The CoC will also continue its strategy of providing navigation services to help people referred to PSH programs quickly move into those units. Expiring eviction moratoriums may result in additional unit availability.

2. The CE assessment tools (VI-SPDAT and SPDAT) assess for the length of time a person has been homeless. The first priority for PSH projects is chronically homeless with highest service needs and longest time homeless. The second priority is chronically homeless with the longest time homeless. For RRH, LOT is used as a prioritization tie-breaking factor after prioritizing those who are unsheltered and/or fleeing domestic violence. The CoC continually analyzes its prioritization factors to ensure the most vulnerable and those with the longest lengths of time homeless are prioritized for housing.

3. The following CoC workgroups are responsible for implementing the above strategies: PSH & RRH workgroups, Moving Up, and Chronic and Veterans By-Name-List workgroups, and PSH case consult. The CoC’s Performance and Evaluation Committee is responsible for overseeing the above strategies.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing.	
	NOFO Section VII.B.5.d.	

	Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:
1.	emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and
2.	permanent housing projects retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. Within this measure, ES programs consistently struggle the most. The following strategies have been implemented to improve ES performance:

- Performance expectations for ES are incorporated into City of Detroit contracts.
- Monthly ES workgroups a peer-sharing venue to troubleshoot barriers to housing people.
- The CoC’s Performance and Evaluation Committee reviews quarterly shelter outcome data to determine what systems changes may be needed to improve performance.
- Increased HCV are targeted to persons in ES, increasing the person’s ability to exit shelter to permanent housing.
- Shelters with especially poor performance receive technical assistance.
- Shelter time limits lifted, allowing people to stay in shelter longer and increase chance of PH exit.

Strategies to address performance in TH, RRH, and SH:

- CoC and ESG RRH are evaluated on PH exit rates.
- CoC TH providers are evaluated on PH exits rates.
- HCV used to transition persons in RRH to a permanent subsidy.
- The CoC will work with the VA to develop strategies to improve outcomes for SH projects (Low Demand GPD).
- TH projects targeted to special populations to successfully address unique needs.

2. PSH performance is high at 99% over the past two years. Strategies to maintain/increase this rate:

- The CoC uses data and gaps analysis to ensure the availability of appropriate, needed models of PSH.
- PSH projects are evaluated on housing retention and Housing First.
- The CoC has been developing PSH quality standards; projects will be evaluated on those standards. Tech. assist. will be provided for projects not meeting quality standards.
- PSH providers receive training on best practices in service provision in PSH.
- Persons receiving PSH receive navigation services to assist with locating and moving into housing.
- Clients may be transferred from one PSH project to another to help them retain housing.
- Moving Up HCV is used to transition persons in PSH to other PH.
- PSH case consult mtgs used to avoid terminations.

2C-4.	Returns to Homelessness–CoC’s Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

	Describe in the field below:
1.	how your CoC identifies individuals and families who return to homelessness;
2.	your CoC’s strategy to reduce the rate of additional returns to homelessness; and

3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.
----	--

(limit 2,000 characters)

1. People who return to homelessness are identified when accessing CE, re-entering ES, or via contact with Street Outreach. Prior HMIS entries confirm if the person is returning to homelessness.

2. The following strategies are used to decrease returns to homelessness:
 - PSH programs received tech. assist. to build capacity to align services with best practices and quality standards, with the goal of programs being able to retain persons in housing or successful exits for program leavers.
 - Bi-weekly PSH case conference identify strategies to assist persons at risk of losing their housing. If needed, PSH clients are transferred to another PSH provider to prevent loss of housing.
 - As resources allow providers follow-up after a person exits, allowing for re-engagement if persons become at risk of re-entering homelessness, as data shows persons are more likely to return within 6 months of exit.
 - ES programs have received funding to increase case management capacity and have been trained on case management provision, to assist clients with accessing housing.
 - Increased HCVs will allow persons on RRH or ES to transition to a permanent subsidy, decreasing risk of future homelessness. Further analysis is planned to determine factors that may cause people to lose their HCV and thereby become homeless again.
 - CE diverts people from entering ES.
 - Prevention resources (rental and legal assistance) targeted to people at-risk of homelessness.
 - If SO determines an unsheltered person is housed in PSH/RRH, they redirect back to housing.
 - Projects targeted to special populations to successfully address unique needs.
 - Analysis of the CoC's Stella data shows single adults and persons who only use shelters have the highest rates of returns to homelessness. This analysis will help our CoC better understand where additional strategies are needed.

3. Entities responsible for these strategies:
 - Performance & Evaluation Committee, general oversight
 - PSH, RRH, ES, and Prevention Workgroups

2C-5.	Increasing Employment Cash Income-Strategy.	
	NOFO Section VII.B.5.f.	

Describe in the field below:	
1.	your CoC's strategy to increase employment income;
2.	how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,000 characters)

1. In 2019 the CoC began developing a partnership between the CoC, Coordinated Entry, and Detroit's Workforce Development Department (Detroit At Work). The purpose of this partnership was to create greater alignment

between the workforce development system and the homeless service system to create greater access to employment for people who are experiencing homelessness. From July 2020 – Feb 2021, this partnership accomplished:

- Data sharing between Detroit At Work and CE
- Piloting a referral project between CE and Detroit at work, resulting in 25% of referrals connecting to workforce development
- 8 cross-training for workforce development and homeless system staff, resulting in greater understanding of and greater ability for staff to help clients access both systems
- Hired a Workforce & Homeless System Alignment Program Manager, a position dedicated to moving this systems alignment work forward.
- A representative from Detroit At Work was added to the CoC board in 2020.

2. In September 2021, the CoC and Detroit At Work launched a 100-day pilot program to improve employment and income outcomes for people served in ES and RRH. The goals of the pilot are to increase employment and/or income for people served in shelter and RRH programs, to learn more about the cross-population served, and use lessons learned to create the infrastructure for broader workforce and homeless system collaboration. This pilot program includes employment with the City of Detroit Blight Removal Department, career planning, job placement, and vocational skills training for persons experiencing homelessness. Detroit At Work will also provide linkages to other mainstream employers for persons enrolled in this pilot program, so that people may gain employment in a career field that meets their skills and desires.

3. Position responsible for overseeing strategy to increase income from employment: Workforce & Homeless System Alignment Program Manager and the Workforce/Homeless System Advisory Group

2C-5a.	Increasing Employment Cash Income–Workforce Development–Education–Training.	
	NOFO Section VII.B.5.f.	

Describe in the field below how your CoC:	
1.	promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2.	is working with public and private organizations to provide meaningful education and training, on-the-job training, internships, and employment opportunities for program participants.

(limit 2,000 characters)

1. The CoC promotes partnerships and access to employment opportunities by communicating information to provider organizations at bi-monthly CoC meetings, monthly COVID-response webinars, and bi-weekly CoC e-newsletters. As the CoC becomes aware of employment opportunities, job fairs, etc, this information is shared widely.

2. The CoC works with public and private organizations to provide meaningful employment training and employment opportunities via a partnership with Detroit’s Workforce Dvlp’t system, Detroit at Work. In Sept. 2021, the CoC and Detroit at Work released an opportunity for ES and RRH providers to participate in a 100-day pilot program to improve employment and income outcomes for their clients. The goals of the pilot are to increase employment and/or income for people served in shelter and RRH programs, to learn more about the cross-

population served, and use lessons learned to create the infrastructure for broader workforce and homeless system collaboration. This pilot program includes employment with the City of Detroit Blight Removal Dept, career planning, job placement, and vocational skills training. Detroit At Work will provide linkages to mainstream employers for persons enrolled in this program, so people may gain long-term employment in a career field meeting their skills and desires.

The CoC and Detroit at Work partnered over the last two years on system-wide cross-training opportunities to allow staff in both systems to learn about each other's services, connect with potential partners, and gain skills to better support homeless jobseekers. Detroit at Work brought their mobile outreach unit to ES to provide on-site employment services and distribute laptops/ hotspots to help shelter clients apply for jobs and access online work-readiness workshops and training. In August 2021, 153 individuals were referred for employment services and technology.

The CoC will leverage opportunities available in the infrastructure bill passed in Nov '21.

2C-5b.	Increasing Non-employment Cash Income.	
	NOFO Section VII.B.5.f.	

Describe in the field below:	
1.	your CoC's strategy to increase non-employment cash income;
2.	your CoC's strategy to increase access to non-employment cash sources; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,000 characters)

1. The CoC uses several strategies to increase non-employment cash income for persons served in homeless programs:
 - All CoC-funded projects are evaluated annually on the extent to which persons served by the project increase their non-employment cash income. Holding projects accountable for this outcome helps to ensure the projects are taking all steps necessary (including reporting accurate data) on how they increase the client's non-cash income.
 - The CoC also provides timely and relevant information to agencies about opportunities for clients to receive new, or increases in, non-employment cash income.

2. Over the past year, the CoC has used the following strategies to increase access to non-employment cash resources, and these strategies will continue to be deployed in the year to come:
 - Providing timely and relevant information in bi-monthly CoC meetings, monthly COVID response webinars, and bi-weekly CoC newsletters on how non-employment cash resources are available for persons experiencing homelessness and how they may access those resources. An example of this is at the Sept 2021 CoC meeting in which a presentation was held educating homeless service providers on how to assist their clients will accessing the expanded Earned Income Tax Credit. Similarly, throughout 2020- 2021 the monthly COVID response webinars included specific information and training for

how providers could assist their clients with accessing COVID relief stimulus checks.

- CoC funded projects are evaluated on the extent to which they demonstrated their clients served increasing their non-employment cash income.

3. Position responsible for overseeing your CoC's strategy to increase non-employment cash income: Performance and Evaluation Committee

3A. Coordination with Housing and Healthcare Bonus Points

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

3A-1.	New PH-PSH/PH-RRH Project—Leveraging Housing Resources.	
	NOFO Section VII.B.6.a.	

Is your CoC applying for a new PSH or RRH project(s) that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes
---	-----

3A-1a.	New PH-PSH/PH-RRH Project—Leveraging Housing Commitment. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.a.	

Select yes or no in the chart below to indicate the organization(s) that provided the subsidies or subsidized housing units for the proposed new PH-PSH or PH-RRH project(s).

1.	Private organizations	No
2.	State or local government	No
3.	Public Housing Agencies, including use of a set aside or limited preference	Yes
4.	Faith-based organizations	No
5.	Federal programs other than the CoC or ESG Programs	No

3A-2.	New PSH/RRH Project—Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	

Is your CoC applying for a new PSH or RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
--	-----

3A-2a.	Formal Written Agreements–Value of Commitment–Project Restrictions. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.B.6.b.	

1.	Did your CoC obtain a formal written agreement that includes: (a) the project name; (b) value of the commitment; and (c) specific dates that healthcare resources will be provided (e.g., 1-year, term of grant, etc.)?	Yes
2.	Is project eligibility for program participants in the new PH-PSH or PH-RRH project based on CoC Program fair housing requirements and not restricted by the health care service provider?	Yes

3A-3.	Leveraging Housing Resources–Leveraging Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to question 3A-1. or 3A-2., use the list feature icon to enter information on each project you intend for HUD to evaluate to determine if they meet the bonus points criteria.

Project Name	Project Type	Rank Number	Leverage Type
The Clay Apartmen...	PSH	5	Healthcare
Clairmount Center	PSH	6	Housing

3A-3. List of Projects.

1. What is the name of the new project? The Clay Apartments Permanent Supportive Housing

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 5

4. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? Clairmount Center

2. Select the new project type: PSH

3. Enter the rank number of the project on your CoC's Priority Listing: 6

4. Select the type of leverage: Housing

3B. New Projects With Rehabilitation/New Construction Costs

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.r.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

- | | |
|----|---|
| 1. | Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and |
| 2. | HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons. |

(limit 2,000 characters)

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
 - Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
 - FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
 - 24 CFR part 578

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	----

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. You Must Upload an Attachment to the 4B. Attachments Screen.	
	NOFO Section VII.C.	

If you answered yes to question 3C-1, describe in the field below:

- | | |
|----|---|
| 1. | how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and |
| 2. | how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act. |

(limit 2,000 characters)

4A. DV Bonus Application

To help you complete the CoC Application, HUD published resources at https://www.hud.gov/program_offices/comm_planning/coc/competition, including:
- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Program Competition
- FY 2021 CoC Application Detailed Instructions—essential in helping you maximize your CoC Application score by giving specific guidance on how to respond to many questions and providing specific information about attachments you must upload
- 24 CFR part 578

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
--	-----

4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2021 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH/RRH Component	Yes

You must click “Save” after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-3 and 4A-3a.

4A-2.	Number of Domestic Violence Survivors in Your CoC's Geographic Area.	
	NOFO Section II.B.11.	

1.	Enter the number of survivors that need housing or services:	3,054
2.	Enter the number of survivors your CoC is currently serving:	2,563
3.	Unmet Need:	491

4A-2a.	Calculating Local Need for New DV Projects.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-2 element 1 and element 2; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,000 characters)

1. The following methodology was used to calculate the number of DV survivors needing housing/services vs. those receiving housing/services:

- **Total Needing Housing/Services:** This data was calculated by counting the total number of de-duplicated clients who reported being survivors of domestic violence (according to a 'yes' response to HUD data element 4.11), who were screened by Detroit's coordinated entry access sites and/or had an open entry in one of Detroit's 133 homeless service or prevention projects during FY2020-2021. The data also includes the number of de-duplicated referrals received by DV providers (minus those referred through CE).

- **Total Receiving Housing/Services:** Same calculation as above excluding CE access data and only focusing on clients receiving services by one of Detroit's homeless service/prevention providers or DV providers during FY2020-2021.

2. Data was sourced from Detroit CoC HMIS with aggregate data provided by DV partners via Empower & QuickBase comparable databases.

3. N/A

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information.	
	NOFO Section II.B.11.	

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
Freedom House
Alternatives for ...
ACCESS

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC’s FY 2021 Priority Listing:

1.	Applicant Name	Freedom House
2.	Rate of Housing Placement of DV Survivors–Percentage	85.00%
3.	Rate of Housing Retention of DV Survivors–Percentage	100.00%

4A-4a.	Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

1. The housing placement and rate of retention was calculated using data from an APR for the period of 04/01/2020 - 03/31/2021. This period represents Freedom House Detroit’s (FHD) most recently completed funding period. FHD is not funded to track client outcomes past their exit to permanent housing; however, this response is based on several contextual factors:

- Former clients have a near 0% recidivism rate, according to the agency’s own records and those run in a recidivism report from an HMIS reporting tool.
- As the only shelter and transitional housing provider in Michigan solely dedicated to asylum seekers, clients who did not sustain their housing would likely return to FHD for shelter.
- As FHD was their primary source of community, former clients stay in touch with FHD’s staff and other residents.
- Former clients stay in touch with FHD’s Attorney for asylum interview preparation, family reunification, and status changes.

2. All data is generated from HMIS.

4A-4b.	Providing Housing to DV Survivor–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC’s emergency transfer plan, etc.;
3.	connected survivors to supportive services; and
4.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. Move DV Survivors into Housing & Housing Stability: The target population for this project are people seeking asylum, and the process of obtaining asylum is long and arduous. Clients cannot support themselves until they can earn income. Asylum seekers cannot earn income until six months to one year after they submit their asylum application. In addition to having to wait to earn income, asylum seekers need to learn the language, culture, and American systems. FHD staff encourages clients to participate in every program opportunity to ensure that they are prepared to move out into permanent housing. However, because of the federal asylum process, the timeline from program entry to exit is not entirely within FHD’s hands.

2. Prioritized Survivors: Every asylum seeker is a domestic violence survivor. FHD is the only full-service asylum provider in Michigan. FHD receives referrals from elsewhere particularly because of the unique services it provides. Asylum seekers are FHD’s priority population.

3. Supportive Services: Because there are few resources for asylum seekers, case managers regularly meet with clients to identify their needs and then research solutions that are available from local vendors and partners within the immigrant community. Partnerships and referrals to community clinics allow clients to benefit from services targeting immigrant populations. After they receive asylum, clients are referred to refugee resettlement organizations to apply for resettlement benefits.

4. FHD clients have the benefit of not suffering from chronic homelessness as this is typically their first time being homeless. Because this is not an added barrier, FHD staff can work on preparing them by educating them on reasonable rental rates, creating budgets, training programs to gain access to jobs that pay above minimum wage, continued access to community clinics, guidance on considering proximity to other asylum seekers as a support network and access to public transportation.

4A-4c.	Ensuring DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:	
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;
4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and

6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.
----	--

(limit 5,000 characters)

1. Staff Training: Annually, site staff are required to participate in CPR and active shooter response training. All staff and clients are trained on the “grey door” code. When announced, “grey door” notifies all staff that a potentially unsafe situation is occurring and that they are to escort all clients to their rooms until the situation is resolved.

2. Private Intake Location: For meetings where sensitive information may be revealed, FHD has a separate meeting room with a door and white noise machine.

3. Separate Interviews: Typically, asylum seekers do not travel with their perpetrators. Therefore, interviewing family members separately is not a typical feature of FHD’s case management.

4. Clients Identify Safe Scattered Site Units: Program staff work with the client to ensure a clear understanding of the perpetrator’s location and other sources of potential danger--such as local, cultural communities that may be connected to perpetrators back home. For clients choosing RRH, only housing options located away from local dangers and perpetrators will be selected. For shelter and TH clients, depending on the location of the perpetrator, clients may be referred to another location to ensure everyone’s safety. Staff also train clients on the use of 911 and how to access staff during non-office hours.

5. Window Bars and Hallway Lights: As noted above, FHD’s perpetrators are rarely local. When they have been, FHD implements an all-locked doors protocol, and the perpetrator’s name and face are provided to staff to help them identify the person should they come to the House.

6. Confidential Location: Typically, asylum seekers travel on their own, in fear of authorities (either due to fears of detainment or trauma inflicted on them by authorities in their home countries), and without transportation and American currency. Therefore, FHD cannot afford to have a confidential location in an area less traveled. Its locale is critical to its clients’ ability to access it.

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.
--

(limit 2,000 characters)

Every asylum seeker is a domestic violence survivor. Since 1983, FHD has been providing shelter to homeless asylum seekers. In its nearly 40 year history, FHD has expanded its services from refuge and basic needs to a dormitory-style shelter that includes legal aid, case management, employment development training, healthcare education, and access to a battery of services through partnerships with other providers. And, it has remained continuously

open and operating for all of those years.

Asylum seekers are a homeless population unique to border cities like Detroit. They do not share a common language or culture, do not have access to mainstream benefits, and, in most cases, are survivors of torture. FHD is the only full-service asylum service provider in Michigan. FHD is proud to play such a pivotal role in the Detroit homeless service provider network.

FHD's rate of affirmative asylum grants is 90%.

4A-4d.	Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of the project applicant's experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:	
1.	prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. **Prioritize Client Choice in Housing Placement:** The move toward permanent housing begins as soon as a client arrives. Case managers will start from the premise that clients are vulnerable but not helpless. To restore a sense of self-determination, staff build choice, collaboration, and empowerment into care planning and daily life.

2. **Environment of Mutual Respect:** Along with case manager meetings, House Meetings provide opportunities for clients to voice their opinions and concerns, build confidence, and affect change in policies and procedures. In case of language barriers, FHD has bilingual staff who speak twelve languages fluently, including Spanish, French, Hindi, Bengali, Lingala, Kicongo, Ewe, Akposso, Mina, Bassa, Bagangte, and Urdu. If staff are not available or a client speaks another language, FHD recruits volunteers or utilizes a third-party language service. Upon arrival, staff inform clients of the expectations and rules of the program, so clients have a clear understanding of what to expect. Instead of punitive measures to address disruptive client behaviors, staff work with clients as partners to address the underlying causes of these behaviors and move toward a resolution.

3. **Trauma Information for Clients:** Clients are encouraged to attend and given free transportation to counseling appointments with local service partners.

These one-on-one and group sessions help clients understand and manage their PTSD.

4. **Strengths-Focused Care Management:** Case managers meet with clients to build and adjust the clients' care plans according to the client's skills, objectives, experiences, and health needs. Case managers encourage clients to participate in all offered services and opportunities. FHD utilizes an interdepartmental coordinated care model because clients communicate their trauma in various ways, sharing different pieces of their stories with different staff. Motivational interviewing techniques are employed to allow for strength-based goal creation that is also empowering and confidence building. Staff are required to participate in annual trauma-informed and DV-specific training.

5. **Cultural Responsiveness and Inclusivity:** Annually, all staff are required to take cultural competency and equal access training. FHD serves clients who come to the US from all over the world. On any given day, at least three languages are spoken and cultures from multiple regions across the globe are represented. Like FHD's clients, the board represents a variety of individuals from different backgrounds and cultural experiences. The board includes members of diverse faiths. Four women, including two African-Americans and an Arab-American, hold seats. Two members are immigrants. Per FHD by-laws, at least one board seat is always filled by an FHD alumnus. Currently, 14% of FHD's board has lived experience with homelessness. To ensure that it is incorporating client perspectives into housing outcomes, FHD also prioritizes diversity in its staff. Over 50% of FHD's staff are women, including the two highest-level positions, and over 50% of the staff are people of color. Five people are first-generation Americans; four are former clients from Africa and one, the chief operating officer, is an immigrant from Mexico. Combined, FHD's staff speaks at least 12 languages, 36% are former clients, and 55% are people with lived experience

6. **Connections:** FHD has a strong peer support network by leveraging its alumni to create a community for those who are currently enrolled in the program. FHD offers transportation to/from cultural and religious activities, job training programs, yoga classes, and recreation excursions to the local YMCA.

7. **Parenting Supports:** The FreedomLives Site Manager and FreedomLives Program Manager provide regular parent meetings to discuss challenges parents are facing raising children in a community setting and to help parents provide support for other parents. FHD enrolls all school-aged children in school. FHD also connects every child client and their family with the local Homeless McKinney-Vento Youth Liaison to ensure children have access to all potential resources available to them. Each child is also referred to mental health services for children who have witnessed DV situations.

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	
	Describe in the field below:	
1.	supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and	
2.	provide examples of how the project applicant provided the supportive services to domestic violence survivors.	
FY2021 CoC Application	Page 60	11/12/2021

(limit 5,000 characters)

1. FHD has been operating and providing services to asylum seekers for nearly 40 years and has become an expert at taking clients from homelessness to self-sufficiency and safety. FHD assists clients overcome barriers by providing the following services:

2. Housing and Safety: FHD takes clients in and provides them transitional housing and basic needs. Immediately, their housing needs and safety are assessed. Most clients' perpetrators are not in the country and so it is important to walk clients through the limited/no use of social media to maintain their safety. Immediate housing at FHD is important as many asylum seekers become victims of human trafficking because of a lack of access to a safe place to stay and income to access basic needs like food, medical assistance, hygiene supplies, and clothing.

Legal Aid: An asylum seeker is not safe without access to an attorney or other legal professional who has experience successfully applying for asylum. Many immigration attorneys do not have this experience. An asylum seeker is constantly at risk of being returned to their country of origin and facing continued persecution, torture, and potentially death. FHD's legal staff write and submit the client's asylum application, apply for work authorization, assist in gathering evidence, representation in court and asylum interviews, as well as covering all of the costs associated with these activities. After a client has gone through this process, a client's safety and stability are further cemented by providing assistance with family reunification, assistance with renewing work permits, assistance with permanent resident and citizenship applications.

Education Services: Asylum seekers lack the knowledge of American systems, formal work training or certifications that easily transfer to the US, knowledge of schooling systems for their children, and on rare occasions GED services for themselves. The social services team is responsible for enrolling all of the children into school from head start to high school and connect with the school's McKinney Vento liaison to ensure that the student receives all of the benefits non-homeless children receive, adults who need GED services are referred to community partners who offer GED services, FHD partners with employers and community employment programs to provide specialized training and job opportunities via volunteer placements, FHD also provides acculturation services that assist the client in learning, English as a second language, idioms, US work norms, community services and US medical systems, such as the difference between urgent care and ER services.

Housing Search and Case Management: In order to maintain housing, appropriate housing must be located. Appropriate housing can be defined as housing that is reasonably priced for the income the client currently receives, housing away from the community that may put the client in danger with their perpetrators, proximity to their employer, transportation routes, children's school, and access to community clinics and food banks. All of this is taken into consideration when creating and updating a housing plan with the client. Education on leases and renters rights are provided during these sessions and assistance with rental application fees when needed.

Medical Needs: Asylum seekers need assistance with both perpetrator-induced injuries, psychosomatic symptoms of the trauma ensured, and medical and

mental health affidavits for their legal case. FHD works with asylum clinics at two major universities to provide medical affidavits and has a mental health provider who specializes in torture victims, refugees, and asylum seekers to guide the client through their PTSD, psychosomatic symptoms from torture, and mental health affidavits.

4A-4f.	Trauma-Informed, Victim-Centered Approaches--New Project Implementation.	
	NOFO Section II.B.11.	

Provide examples in the field below of how the new project will:

1.	prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	place emphasis on program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. **Prioritize Client Choice in Housing Placement:** The move toward permanent housing begins as soon as a client arrives. Case managers will start from the premise that clients are vulnerable but not helpless. To restore a sense of self-determination, staff build choice, collaboration, and empowerment into care planning and daily life.

2. **Environment of Mutual Respect:** Along with case manager meetings, House Meetings will provide opportunities for clients to voice their opinions and concerns, build confidence, and affect change in policies and procedures. In case of language barriers, FHD has bilingual staff who speak twelve languages fluently, including Spanish, French, Hindi, Bengali, Lingala, Kicongo, Ewe, Akposso, Mina, Bassa, Bagangte, and Urdu. If staff are not available or a client speaks another language, FHD will recruit volunteers or utilize third-party language services. Upon arrival, staff will inform clients of the expectations and rules of the house, so clients have a clear understanding of what to expect. Instead of punitive measures to address disruptive client behaviors, staff will work with clients as partners to address the underlying causes of these behaviors and move toward a resolution and is harm-reducing.

3. **Trauma Information for Clients:** Clients will be encouraged to attend and given free transportation to counseling appointments with local service partners. These one-on-one and group sessions will help clients understand and manage their PTSD.

4. **Strengths-Focused Care Management:** Case managers will meet with clients to build and adjust their care plans according to the client's skills, objectives,

experiences, and health needs. Case managers will encourage clients to participate in all offered services and opportunities. FHD utilizes an interdepartmental coordinated care model because clients communicate their trauma in various ways, sharing different pieces of their stories with different staff. Motivational interviewing will be employed to allow for strength-based goal creation that is empowering and confidence building. Staff will be required to participate in annual trauma-informed and DV-specific training.

5. Cultural Responsiveness and Inclusivity: Annually, all staff are required to take cultural competency training and is updated on equal access and barrier-free services. FHD serves clients who come to the US from all over the world. On any given day, at least three languages are spoken and cultures from multiple regions across the globe are represented. Like FHD’s clients, the board represents a variety of individuals from different backgrounds and cultural experiences. The board includes members of diverse faiths, including the secular humanistic rabbi of a local temple. Four women, including two African-Americans, a disabled American, and an Arab-American, hold seats. Two members were born outside the US. Per FHD by-laws, at least one board seat is always filled by an FHD alumnus. Currently, 14% of FHD’s board has lived experience with homelessness. To ensure that it is incorporating client perspectives into housing outcomes, the board prioritizes diversity not only in its own membership but also in FHD’s staff. Over 50% of FHD’s staff are women, including the two highest-level positions, and over 50% of the staff are people of color. Five people are first-generation Americans; four are former clients from Africa and one, the chief operating officer, is an immigrant from Mexico. Combined, FHD’s staff speaks at least 12 languages, 36% are former clients and 55% are individuals with lived experience.

6. Connections: FHD will have a strong peer support network by leveraging the support of its alumni to create a community of support for current program participants. FHD will offer transportation to/from cultural and religious activities, job training programs, yoga classes, community clinics, mental health providers, and recreation excursions to the local YMCA.

7. Parenting Supports: The FreedomLives Site Manager and FreedomLives Program Manager will provide regular parent meetings to discuss challenges parents are facing raising children in a community setting and to help parents provide support for other parents. FHD will enroll all school-aged children in their neighborhood school. FHD will also connect every child client and their family with the local Homeless McKinney-Vento Youth Liaison to ensure children have access to all potential resources available to them. Each child will also be referred to mental health services for children who have witnessed DV situations.

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
FY2021 CoC Application	Page 63	11/12/2021

NOFO Section II.B.11.

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2021 Priority Listing:

1. Applicant Name	Alternatives for Girls
2. Rate of Housing Placement of DV Survivors–Percentage	100.00%
3. Rate of Housing Retention of DV Survivors–Percentage	100.00%

4A-4a. Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
NOFO Section II.B.11.	

Describe in the field below:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2. the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

1. Per HMIS APR 2020 for AFG's current Detroit Youth Collaborative RRH Initiative, 6 adult participants were reported as fleeing domestic violence. The rate was calculated (6/6, 100%) based on HMIS records per each of the 6 participants evidencing permanent housing placement. The rate of housing retention was based on data captured in interim reviews conducted with each of the 6 participants indicating that all 6 retained their permanent housing destination.

2. HMIS is the data source for both housing placement and housing retention rates above.

4A-4b. Providing Housing to DV Survivor–Project Applicant Experience.	
NOFO Section II.B.11.	

Describe in the field below how the project applicant:

1. ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2. prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3. connected survivors to supportive services; and
4. moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. DV survivors experiencing homeless were assisted to quickly move into safe affordable housing through AFG's current RRH program as referred by the Detroit CoC Coord. Entry. Survivors were additionally supported through AFG dedicated programming providing court accompaniment and criminal justice advocacy, personal protection order assistance, and navigation for confidential reporting and access to victim services.

2. Participant prioritization of DV survivors was coordinated through the Detroit CoC Coord. Entry and prioritization process according to CoC written standards. No emergency transfers were utilized; however, AFG utilizes the Detroit CoC's Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking when safety considerations warrant transferring a DV tenant from a current unit to another unit.

3. DV survivors were connected to voluntary supportive services by RRH Case Planners ranging from crisis/emergency support to gaining long-term stability based on survivor choice and participant-driven plans.

4. Case planners assisted DV survivors who were pulled for Housing Choice Vouchers. Assistance included contacting, completing paperwork, securing needed documentation, and scanning to the HCV agency. Participants were guided through the decision-making process, RAFTA submission, and served as a liaison between the landlord and participant through the housing inspection process.

4A-4c.	Ensuring DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:	
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;
4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

AFG's operations are based in a multi-function building on a campus setting. All visitors are electronically admitted, required to sign-in/out, and always accompanied by staff. A security guard is on-site daily. AFG's security system includes security cameras with monitored closed-circuit TVs and well-lit, gated, and locked parking. Additional ways participant safety is ensured:

1. Staff receive annual training on client-driven and flexible safety planning with DV survivors. Staff are trained at the point of hire and annually on AFG's emergency preparedness safety plan.

2. All intake spaces are private rooms to ensure the privacy and confidentiality of clients. As needed, AFG may conduct mobile advocacy to meet with DV survivors in non-traditional safe spaces, such as hospitals. Staff travel in teams, are equipped with cell phones, and seek out private spaces to the extent possible for private conversations.

3. Staff are trained in interview techniques that maximize participant safety,

including conducting separate interviews with couples, as well as with children or family members. This prevents DV perpetrators from monitoring what survivors or family members say or using family members for surveillance if the perpetrator is not present.

4. AFG respects DV survivors' choices. Survivors may choose to live near familiar neighborhoods, schools, or faith-based institutions. AFG supports clients in assessing selected location safety, openly discussing safety issues, and building necessary safety plans.

5. The proposed TH-RRH project will not have congregate living spaces. AFG's emergency shelter maintains currently applicable licenses and meets local and state environmental health, safety and staffing regulations. Daily health and safety facility monitoring is conducted to ensure proper maintenance.

6. AFG assists DV survivors in applying for identification numbers and substitute addresses with assigned post boxes to allow personal information to remain confidential.

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.	
NOFO Section II.B.11.		

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

(limit 2,000 characters)

AFG evaluated its ability to ensure the safety of DV survivors through ongoing case management and safety planning with participants. Plans were tailored to DV survivors' real-life experiences and housing locations. Regular meetings and mobile advocacy (home visits) provided the opportunity to revise plans accordingly based on changing circumstances. Formal surveys and case notes documented DV survivors' increased awareness of options and knowledge of community resource supports. Interim housing assessments also provided opportunities to stay attuned to safety after DV survivors entered new housing.

4A-4d.	Trauma-Informed, Victim-Centered Approaches–Project Applicant Experience.	
NOFO Section II.B.11.		

Describe in the field below examples of the project applicant's experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:

1.	prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	emphasizing program participants' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;

5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

AFG utilizes trauma-informed approaches to:

1. Prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with client’s preferences: The TH-RRH project uses strengths-based case management allowing DV survivors to set their own goals beginning with choice of component portion (TH or RRH) and lets the client lead in selection of a permanent housing location that best fits their needs. Staff collaboratively create safety plans with clients that build on client’s strengths, strategies, and supports to reduce risks and provide flexibility to be adjusted as situations may change.

2. Establish and maintaining an environment of mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials: A low-barrier, Housing First approach ensures that services are not conditional on program prescribed rules. Staff members practice motivational interviewing techniques with DV survivors (e.g., open-ended questions, affirmations, and reflective listening). Participants are regularly informed of program expectations, participant rights, and grievance procedures. Additionally, the project incorporates opportunities for DV survivors to provide peer support as Peer Support Specialists and give advisory feedback on the program to staff.

3. Provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma: AFG supports participants in learning about and coping with trauma through access to a dedicated licensed Counselor for individual counseling. Psycho-education approaches incorporate dialogue with clients around traumatic experiences, identifying trauma reminders, triggers, and behavioral/physical responses, and building upon current strategies used by survivors.

4. Place emphasis on program participant’s strengths, e.g., strength-based coaching, questionnaires, and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals aspirations: AFG’s defined coaching approach emphasizes respect for DV survivors as the experts of their own experiences and voice and choice in goal setting and decision-making around unmet needs and long-term safe and stable housing options. Plans are informed by the VI-SPDAT, LifeWorks Self-Sufficiency Matrix (LW-SSM), and Measure of Victim Empowerment Related to Safety (MOVERS). The LW-SSM measures clients across six key domains (Income, Employment, Food, Healthcare Coverage, Disabilities and Physical Health, Safety, and Network Support) on a self/staff reporting scale of 1 ("in crisis") to 5 ("empowered"). MOVERS measures the extent to which a victim/survivor has the “internal tools to work towards safety, knows how to access available support, and believes that moving towards safety does not create equally challenging problems.”

5. Center on cultural responsiveness and inclusivity, e.g., training on equal

access, cultural competence, nondiscrimination: AFG staff receive cultural responsiveness and inclusivity training as part of standard new hire onboarding and refresher training yearly. Training includes Equal Access, Cultural Competence, Non-Discrimination, anti-harassment, and related policies and procedures. Staff are able to practice and talk through situations that mandate taking steps to support non-discrimination, respecting individuals, and confidentiality. Staff feedback and coaching are provided on a weekly basis through team and individual meetings. AFG also promotes the full participation of clients with special needs or limited English proficiency through telephonic interpretation services, translated materials, use of bilingual staff, facility safety/accessibility, and communication aids.

6. Provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs, etc: The TH-RRH project service design and staffing plan includes the opportunity for DV survivors to receive services and support from peers via Peer Support Specialist and a licensed Counselor who facilitates group support circles. AFG also encourages survivor relationships and community building. TH-RRH participants can participate in monthly scheduled AFG workshops, including nutrition and yoga classes that focus on holistic health.

7. Offering support for parenting, e.g., parenting classes, childcare: Staff connect participants to referrals to local childcare and early childhood programs such as Head Start, as well as McKinney-Vento school-age education support services. AFG hosts ongoing 7-week Love and Logic parenting classes provided by Detroit Parent Network, as well as monthly language and literacy and parent-child interactive workshops. AFG anticipates opening an on-site licensed childcare for infants/toddlers in 2022.

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	
	Describe in the field below:	
1.	supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and	
2.	provide examples of how the project applicant provided the supportive services to domestic violence survivors.	

(limit 5,000 characters)

During Fiscal Year 2020, AFG provided the following:

- supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs;
 - Victim Service Navigation- AFG assisted DV survivors to obtain personal protection orders and navigate court systems and victim service supports. Lakeshore Legal and The Joseph Project provided pro-bono legal consultation and assistance. AFG accompanied DV survivors to court appoints. Transportation assistance was provided via AFG agency van and financial assistance for bus tickets, ride-share, or cab vouchers.
 - Housing Search and Counseling- AFG’s Housing Coordinator oversaw landlord engagement activities to secure formal relationships with 30 landlords to provide vacant units. The Housing Coordinator guided and supported DV

survivors through the entire process from location identification, leasing, housing inspection/environmental review to coordinating furniture, household goods, and move-in assistance. All enrolled participants fleeing domestic violence exited to permanent housing and have successfully retained housing.

- **Employment/Income Services-** AFG’s Employment Specialist and Case Planner provided direct coaching to support survivor-driven employment/income goals. Employment assistance included employment readiness support (e.g. resume writing, interviewing), job search and application support, and financial assistance to attend scheduled interviews. The Employment Specialist conducted virtual employment workshops and emailed job leads to participants. DV Survivors were provided technology access and support in applying for State of Michigan benefits via the MiBridges application and Social Security Benefits. This resulted in all participants and children having healthcare benefits (Medicaid, MICHild).

2. provide examples of how the project applicant provided supportive services to domestic violence survivors.

- **Peer Support Services –** AFG’s RRH employed two part-time Peer Support Specialists providing outreach, resources and referrals, and assisted in facilitating group support to program participants struggling with barriers to maintaining housing stability, employment, or education. Peer Support Specialists were past AFG RRH participants who had successfully graduated from the program.
- **Support Circles-** AFG conducted weekly group support meetings for DV and human-trafficked survivors. Facilitated by a licensed therapist, weekly sessions focused on topics of interest generated by participants. AFG provided continuous sessions during COVID-19 by transitioning sessions to a virtual format; participants were provided with a laptop to be able to fully access and participate.
- **COVID-19 Response-** During the pandemic, AFG provided participants with ongoing communication regarding unemployment assistance, food resources, strategies for maintaining health and safety, and available mental health supports. AFG provided personal protection equipment (PPE) to RRH participants. Forgotten Harvest provided food distributions at AFG’s facility on a monthly basis. The Detroit Department of Health provided on-site COVID-19 testing and vaccinations.

4A-4f.	Trauma-Informed, Victim-Centered Approaches–New Project Implementation.	
	NOFO Section II.B.11.	

Provide examples in the field below of how the new project will:	
1.	prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;

6.	provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

AFG’s trauma-informed response includes:

1. Prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with client’s preferences: AFG will use strengths-based case management allowing DV survivors to set their own goals and lead in the selection of permanent housing that best fits their needs. Staff will co-create safety plans with clients that build on client’s strengths, strategies, and supports to reduce risks and promote flexibility as client situations change.
2. Establish and maintaining an environment of mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials: AFG’s low-barrier, Housing First approach will ensure that services are not conditional on program prescribed rules. Staff members will use case-management best practices to create trusting, collaborative relationships with DV survivors (e.g., motivational interviewing, and reflective listening) that promote survivor empowerment. Participants will be regularly informed of program expectations, participant rights and grievance procedures. AFG will also incorporate opportunities for DV survivors to provide peer support as Peer Support Specialists and give advisory feedback on the program to staff.
3. Provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma: AFG will support participants in learning about and coping with trauma through access to a dedicated licensed Counselor for individual counseling and group support facilitation. Psycho-education approaches will be used including: incorporating dialogue with clients around traumatic experiences, identifying trauma reminders, triggers, and behavioral/physical responses, and building upon current strategies used by survivors.
4. Place emphasis on program participant’s strengths, e.g., strength-based coaching, questionnaires, and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals aspirations: AFG’s defined coaching approach will emphasize respect for DV survivors as the experts of their own experiences and voice and choice in goal setting and decision-making around unmet needs and long-term safe and stable housing options. The VI-SPDAT, LifeWorks Self-Sufficiency Matrix (LW-SSM), and Measure of Victim Empowerment Related to Safety (MOVERS) assessments will inform client coaching. The LW-SSM measures six key domains (Income, Employment, Food, Healthcare Coverage, Disabilities and Physical Health, Safety, and Network Support) on a self/staff reporting scale of 1 ("in crisis") to 5 ("empowered"). MOVERS measures the extent to which a victim/survivor has the “internal tools to work towards safety, knows how to access available support, and believes that moving towards safety does not create equally challenging problems.”
5. Center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination: AFG staff will receive cultural

responsiveness and inclusivity training as part of standard new hire onboarding and refresher training yearly. Training will include Equal Access, Cultural Competence, Non-Discrimination, anti-harassment, and related policies and procedures. Weekly team and individual meetings will provide staff with regular practice and reflective supervision on non-discrimination, confidentiality, trust, and respect behaviors. AFG will also promote the full participation of clients with special needs and/or limited English proficiency through the provision of telephonic interpretation services, translated materials, bilingual staff, facility safety/accessibility, and communication aids.

6. Provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs, etc: The TH-RRH project service design and staffing plan will include the opportunity for DV survivors to receive services and support from peers via Peer Support Specialists and an internal licensed Counselor. Regularly scheduled social activities will encourage survivor relationships and community building, including support circles and holistic well-being workshops, such as nutrition and yoga classes.

7. Offering support for parenting, e.g., parenting classes, childcare: Staff will link clients to local available childcare and early childhood programs such as Head Start, as well as McKinney-Vento school-age education support services. AFG will begin providing on-site infant/toddler childcare in 2022. Monthly on-site group parenting and parent-child interactive literacy classes will be scheduled, including 7-week Love and Logic workshops. Monthly mobile/on-site clinical services will also be provided for adults (HIV/STD/pregnancy testing and counseling) and children(lead testing, immunizations).

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-4.	New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects–Project Applicant Information–Rate of Housing Placement and Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2021 Priority Listing:

1.	Applicant Name	ACCESS
2.	Rate of Housing Placement of DV Survivors–Percentage	100.00%
3.	Rate of Housing Retention of DV Survivors–Percentage	100.00%

4A-4a.	Calculating the Rate of Housing Placement and the Rate of Housing Retention–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below:

1.	how the project applicant calculated the rate of housing placement and rate of housing retention reported in question 4A-4; and
2.	the data source (e.g. comparable database, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,000 characters)

1. ACCESS was first granted 5 units to assist 5 victims for up to 2 years, and then were granted 12 more units for up to 2 years. Since then ACCESS has successfully transitioned 8 families out into permanent housing. In the first 2 years of the project, all 5 victims were transitioned into permanent and all of them have retained their permanent housing. Three more victims have also transitioned into permanent housing before the end of their 24 months period.

2. The data associated with response #1, above, is based on ACCESS's existing transitional supportive housing projects and case data associated with those projects. These existing transitional supportive housing projects – specifically to serve victims of domestic violence and sexual assault – are funded by the federal Department of Justice and the Michigan Department of Health and Human Services. They are not funded through the CoC or by HUD.

4A-4b.	Providing Housing to DV Survivor–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were assisted to quickly move into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3.	connected survivors to supportive services; and
4.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,000 characters)

1. ACCESS has delivered comprehensive Victims of Crime services since 2004. Of the 692 victims of crime assisted in 2020, 623 were victims of domestic/sexual violence. These services include victim advocacy, case management, therapy, legal assistance, and other mandated services. ACCESS began providing Transitional Supportive Housing (TSH) services for victims of DV/ sexual assault in 2017. Since then, ACCESS has provided housing assistance to 25 victims of domestic & sexual violence. The victims of DV & sexual assault were quickly transitioned to safe, affordable housing. In most cases, the individuals and their dependents remained in their apartments permanently, either through wages from employment or permanent subsidy through SSI.

2. ACCESS annually assists hundreds of victims of DV. Of these, a small percentage require rapid move out & placement into transitional housing. ACCESS prioritizes these victims by maintaining 24-hour/365-day on-call availability, creating emergency safety plans, renting hotel rooms (often with ACCESS's own funds) as a transitional housing unit is secured, and then using whatever resources needed to ensure the safety of the unit (e.g., bars on windows, special locks, security cameras, etc.).

3. ACCESS’s state & federal housing grants include 24-month housing rental and utility costs, mobile advocacy, safety planning, counseling, support groups, employment assistance, benefits coordination, victim legal assistance, access to and utilization of integrated health care services, and access to childcare services and youth enrichment programs.

4. ACCESS provides housing assistance in scattered site apartments. Assistance moves victims from shelter to permanent housing, prevent homelessness, and as a tool for advocates to help served victims maintain their housing. ACCESS serves a target population 85% Arab American, most who are limited English proficient and recently arrived refugees/immigrants. Services are delivered in Arabic and English.

4A-4c.	Ensuring DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of how the project applicant ensured the safety of DV survivors experiencing homelessness by:	
1.	training staff on safety planning;
2.	adjusting intake space to better ensure a private conversation;
3.	conducting separate interviews/intake with each member of a couple;
4.	working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
5.	maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant; and
6.	keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors.

(limit 5,000 characters)

1. Training for ACCESS staff and volunteers include victim and dependent safety planning; providing effective advocacy for survivors; understanding and addressing new/evolving issues related to domestic violence, sexual assault, dating violence, and stalking; and diversity training. These trainings prepare staff to deliver the RRH Program’s trauma-informed, empowerment-focused, client-driven, and linguistically and culturally appropriate services. Newly hired staff will attend the New Service Provider Training provided by the MI Coalition to End Domestic and Sexual Violence.

2. All conversations with domestic and sexual violence victims occur in private, closed-door settings – or any other setting expressly preferred by the individual. ACCESS’s sites all have multiple such offices, and noise machines are used for these types of conversations.

3. ACCESS does not facilitate conversations with the abuser unless absolutely necessary. ACCESS prefers to leave these conversations to law enforcement whenever possible. If such conversations are necessary, they are never held in the presence of the victim.

4. ACCESS will not place a victim into a unit in which (s)he does not feel completely safe. If a unit needs to be further secured, ACCESS works with the landlord and the victim to make security upgrades to the unit and pay for these upgrades.

5. This project will not operate congregate living spaces.

6. Victim rental locations are strictly private and are only shared with other ACCESS staff on a need-to-know basis and only after victim consent to share that information. ACCESS will typically receive mail on behalf of the victim to ensure that no mail is tracked to the victim. ACCESS explains in detail to landlords that they are not to share any victim information, including the fact that they rent to the victim, with anyone. ACCESS has long worked with the local courts and law enforcement to ensure victim address privacy in all court communications with the perpetrator.

4A-4c.1.	Evaluating Ability to Ensure DV Survivor Safety–Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served.

(limit 2,000 characters)

All clients served by ACCESS receive a victim-centered safety plan that is regularly updated. The Housing Specialist reviews the safety plan with the client on a regular basis to ensure relevancy. ACCESS staff maintain staff security policies, which are annually reviewed, updated, and trained on.

Because everyone in Rapid rehousing is a survivor– safety is our foremost priority. Below are some guidelines, as well as suggested safety procedures clients are encouraged to use in addition to safety plans and adapt to their individual needs and lifestyle.

Safety planning: Upon entering the RRH program the client will meet with their advocate to discuss their current safety plan and make changes to fit current housing needs. The advocate will work to identify ways of enhancing safety and the safety of the children, as well as strategies for minimizing or escaping dangerous situations. The client is the expert of their experience, the staff will help create a safety plan that makes sense for their current situation. The plan will be revised as often as necessary.

Other safety suggestions discussed with the clients:

- Safety planning with the children, especially for when they are not with the client
- Not admitting anyone into the apartment/home that is not expected or known. Clients are reminded they have the right to ask for identification from anyone who is trying to enter their home.
- Keeping an eye out for strangers on the property or any suspicious behavior and notifying the appropriate authorities of any concerns as soon as possible.
- Ensuring they and their children are aware of all exits in the home, and devising a plan with escape routes, in the event of a fire or other emergency.
- Remembering to use house-related precautions for their safety and the safety of their children. Clients are encouraged to speak with staff for tips on childproofing, adjusting to a new community, or navigating a new type of building.

4A-4d.	Trauma-Informed, Victim-Centered Approaches--Project Applicant Experience.	
	NOFO Section II.B.11.	

Describe in the field below examples of the project applicant’s experience in using trauma-informed, victim-centered approaches to meet needs of DV survivors in each of the following areas:

1.	prioritizing program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	providing opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. ACCESS always honors client choice when selecting a neighborhood and transitional housing unit. ACCESS ensures that units meet HUD suitability standards and are safe and anonymous from perpetrator stalking attempts. Beyond these basic standards, clients may select a unit that they choose and view as many units as they like until they find one that meets their preferences.

2. ACCESS requires and trains its staff on creating person-centered, evidence-based plans of care for housing and all of its supportive services. This means that: (1) the individual expresses their unique needs and service/housing goals in their own words and those words are reflected verbatim in the care plan; (2) the individual selects the specific services and supports that (s)he believes best meet their needs; (3) all services are voluntary and the individual may terminate services at any time; (4) all services are delivered in the person’s first language either through bilingual qualified staff or professional interpreter; (5) all individuals receive a translated copy of ACCESS’s client grievance policy through which it may confidentially raise concerns with ACCESS supervisors.

3. ACCESS has decades of experience delivering trauma-informed, person-centered services with victims of many other crimes, including hate crimes, torture suffered overseas, robbery and theft, and assault. All behavioral health services – mental health and substance use treatment services – are delivered in a trauma-informed manner using person-centered, evidence-based techniques. Indeed, ACCESS is fully accredited by CARF for delivery of these standards and is recognized by SAMHSA as a Certified Community Behavioral Health Clinic, which encompasses these same standards.

4. ACCESS conducts assessments and housing stability and safety plans with all participants, and these plans are updated on an at-least monthly basis. ACCESS provides these services with several hundred victims every year. Housing stability and safety plans are person-centered: they reflect the verbatim needs and preferences of the individual served, and they incorporate the

specific set of supportive services selected by the individual. ACCESS encourages individuals to share their goals for housing stability and supportive service participation. Once shared, ACCESS staff include these goals, verbatim, in the plans and repeatedly reflect and update them with the individual during subsequent meetings and delivery of service over time.

5. ACCESS’s services are linguistically and culturally appropriate to the area’s large Arab American community, with these services provided in both English and Arabic. Project staff, including housing and domestic violence supportive service staff, are bilingual in English and Arabic, and several are direct immigrants from Middle Eastern countries. As such, these staff understand and are able to frame services in the cultural contexts of those being assisted. Similarly, these staff understand and can verbally navigate Arab American stigmas associated with domestic violence and homelessness, including notions of shame, poverty, gender, and loss. Because ACCESS has delivered domestic violence services since 2004 and bilingual/bicultural social services since the early 1970’s, the organization is a trusted and established resource in the community. Indeed, ACCESS’s Community Health and Research Center – the division in which this program is based – is led by an Arab American survivor of domestic violence.

6. ACCESS has provided victim-centered, trauma-informed direct services with victims of domestic violence, sexual assault, dating violence, and stalking since 2004, including case management, individual and family therapy, victim advocacy, court accompaniment, legal services, and transitional supportive housing.

7. ACCESS assists parents with securing childcare vouchers, Head Start placements, and school / after-school program enrollments. ACCESS maintains a bilingual MDHHS public benefits office inside ACCESS, through its Social Services Department, which can assist with childcare subsidies, placements, and transportation coordination. ACCESS holds referral relationships with all major area Head Start programs. ACCESS also maintains programs, including counselors, in Dearborn Public Schools and several area charter schools. ACCESS case managers routinely facilitate new student placements into these schools.

4A-4e.	Meeting Service Needs of DV Survivors–Project Applicant Experience.	
	NOFO Section II.B.11.	
	Describe in the field below:	
1.	supportive services the project applicant provided to domestic violence survivors experiencing homelessness while quickly moving them into permanent housing and addressing their safety needs; and	
2.	provide examples of how the project applicant provided the supportive services to domestic violence survivors.	

(limit 5,000 characters)

1. Case management includes individualized assessment of the individual’s/family’s holistic needs, development of a stabilization and safety plan, credit and financial counseling, and service mapping that is responsive to the individual’s / family’s selected services. These include any of the following, all of which are offered by ACCESS: rapid housing search, placement, and

retention; public benefits, services, and supports; behavioral health and primary care needs (adult and children); workforce preparation and placement; victim legal support and victim court advocacy; childcare support and school placement; health insurance enrollment; immigration legal assistance; adult education and English language training enrollment; Women Infants and Children Program; EITC Outreach and Enrollment Services. Services are accessible 24 hours per day, 7 days per week. These services are variously supported by grants from the federal Department of Justice, Michigan Department of Health and Human Services, Michigan Department of Labor, the Centers for Medicare and Medicaid Services, the Substance Abuse and Mental Health Services Administration, and the federal Office of Minority Health.

2. ACCESS recently delivered transitional housing services to a victim of domestic violence. The individual was empowered and gained the benefits of services like case management, counseling, legal aid services, and transitional supportive housing. Her case manager supported and encouraged her as she learned how to be independent and helped foster her growth as an individual. Her case manager was able to help her apply for government assistance and healthcare. She was also referred by her case manager to work with an employment specialist at ACCESS, who assisted her with finding employment. Through her trauma-informed counseling sessions, she found solace, comfort in life changes, and a renewed sense of confidence in starting this new chapter in her life. The legal aid services that she has received emboldened her in understanding her rights and the numerous protections that she had at her disposal and helped her obtain a Personal Protection Order (PPO) against her abuser. ACCESS has been an active participant and witness to her success as an individual, who was capable of changing her life and that of her three children.

4A-4f.	Trauma-Informed, Victim-Centered Approaches–New Project Implementation.	
	NOFO Section II.B.11.	

Provide examples in the field below of how the new project will:

1.	prioritize program participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;
2.	establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on trauma;
4.	place emphasis on program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
6.	provide opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for parenting, e.g., parenting classes, childcare.

(limit 5,000 characters)

1. ACCESS will honor client choice when selecting a neighborhood and transitional housing unit. ACCESS will ensure that units meet HUD suitability standards and are safe and anonymous from perpetrator stalking attempts.

Beyond these basic standards, clients will be able to select a unit that they choose and view as many units as they like until they find one that meets their preferences.

2. ACCESS will continue to require and train its staff on creating person-centered, evidence-based plans of care for housing and all of its supportive services. This means that: (1) the individual expresses their unique needs and service/housing goals in their own words and those words are reflected verbatim in the care plan; (2) the individual selects the specific services and supports that (s)he believes best meet their needs; (3) all services are voluntary and the individual may terminate services at any time; (4) all services are delivered in the person's first language either through bilingual qualified staff or professional interpreter; (5) all individuals receive a translated copy of ACCESS's client grievance policy through which it may confidentially raise concerns with ACCESS supervisors.

3. ACCESS has decades of experience delivering trauma-informed, person-centered services with victims of many other crimes, including hate crimes, torture suffered overseas, robbery and theft, and assault. All behavioral health services – mental health and substance use treatment services – will be delivered in a trauma-informed manner using person-centered, evidence-based techniques. Indeed, ACCESS is fully accredited by CARF for delivery of these standards and is recognized by SAMHSA as a Certified Community Behavioral Health Clinic, which encompasses these same standards.

4. ACCESS will conduct assessments and housing stability and safety plans with all participants, and these plans will be updated on an at-least monthly basis. ACCESS provides these services with several hundred victims every year. Housing stability and safety plans will be person-centered: they will reflect the verbatim needs and preferences of the individual served, and incorporate the specific set of supportive services selected by the individual. ACCESS will encourage individuals to share their goals for housing stability and supportive service participation. Once shared, ACCESS staff will include these goals, verbatim, in the plans and repeatedly reflect and update them with the individual during subsequent meetings and delivery of service over time.

5. ACCESS's services will be linguistically and culturally appropriate to the area's large Arab American community, with these services provided in both English and Arabic. Project staff, including housing and domestic violence supportive service staff, are bilingual in English and Arabic, and several are direct immigrants from Middle Eastern countries. As such, these staff understand and are able to frame services in the cultural contexts of those being assisted. Similarly, these staff understand and can verbally navigate Arab American stigmas associated with domestic violence and homelessness, including notions of shame, poverty, gender, and loss. Because ACCESS has delivered domestic violence services since 2004 and bilingual/bicultural social services since the early 1970's, the organization is a trusted and established resource in the community. Indeed, ACCESS's Community Health and Research Center – the division in which this program is based – is led by an Arab American survivor of domestic violence.

6. ACCESS has provided victim-centered, trauma-informed direct services with victims of domestic violence, sexual assault, dating violence, and stalking since 2004, including case management, individual and family therapy, victim

advocacy, court accompaniment, legal services, and transitional supportive housing. These services will be provided in this new program as well.

7. ACCESS will assist parents with securing childcare vouchers, Head Start placements, and school / after-school program enrollments. ACCESS maintains a bilingual MDHHS public benefits office inside ACCESS, through its Social Services Department, which will assist with childcare subsidies, placements, and transportation coordination. ACCESS holds referral relationships with all major area Head Start programs. ACCESS also maintains programs, including counselors, in Dearborn Public Schools and several area charter schools. ACCESS case managers routinely facilitate new student placements into these schools.

4B. Attachments Screen For All Application Questions

We prefer that you use PDF files, though other file types are supported. Please only use zip files if necessary.

Attachments must match the questions they are associated with.

Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.

We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

Document Type	Required?	Document Description	Date Attached
1C-14. CE Assessment Tool	Yes	MI-501_CE Assessm...	11/04/2021
1C-7. PHA Homeless Preference	No	MI-501_PHA Homele...	11/09/2021
1C-7. PHA Moving On Preference	No	MI-501_PHA Moving...	11/04/2021
1E-1. Local Competition Announcement	Yes	MI-501_Local Comp...	11/09/2021
1E-2. Project Review and Selection Process	Yes	MI-501_Project Re...	11/09/2021
1E-5. Public Posting–Projects Rejected-Reduced	Yes	MI-501_Public Pos...	11/09/2021
1E-5a. Public Posting–Projects Accepted	Yes	MI-501_Public Pos...	11/09/2021
1E-6. Web Posting–CoC-Approved Consolidated Application	Yes	MI-501 Web Postin...	11/10/2021
3A-1a. Housing Leveraging Commitments	No	MI-501 Housing Le...	10/27/2021
3A-2a. Healthcare Formal Agreements	No	MI-501 Healthcare...	10/27/2021
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: MI-501_CE Assessment Tool

Attachment Details

Document Description: MI-501_PHA Homeless Preference

Attachment Details

Document Description: MI-501_PHA Moving On Preference

Attachment Details

Document Description: MI-501_Local Competition Announcement

Attachment Details

Document Description: MI-501_Project Review and Selection Process

Attachment Details

Document Description: MI-501_Public Posting-Projects Rejected-

Reduced

Attachment Details

Document Description: MI-501_Public Posting - Projects Accepted

Attachment Details

Document Description: MI-501 Web Posting_CoC-Approved Consolidated Application

Attachment Details

Document Description: MI-501 Housing Leveraging Commitment

Attachment Details

Document Description: MI-501 Healthcare Formal Agreement

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/14/2021
1B. Inclusive Structure	11/09/2021
1C. Coordination	11/09/2021
1C. Coordination continued	11/12/2021
1D. Addressing COVID-19	11/10/2021
1E. Project Review/Ranking	11/09/2021
2A. HMIS Implementation	11/10/2021
2B. Point-in-Time (PIT) Count	09/17/2021
2C. System Performance	11/10/2021
3A. Housing/Healthcare Bonus Points	11/03/2021
3B. Rehabilitation/New Construction Costs	10/04/2021

FY2021 CoC Application	Page 83	11/12/2021
------------------------	---------	------------

3C. Serving Homeless Under Other Federal Statutes	11/12/2021
4A. DV Bonus Application	11/10/2021
4B. Attachments Screen	11/10/2021
Submission Summary	No Input Required

*Diversion:
The Critical Questions to Ask &
The Order In Which to Ask Them*

by

OrgCode Consulting, Inc.



The practice of diverting people from services is a helpful and necessary part of delivering shelter services. As an individual or family presents for shelter, considerable effort must be made to ensure that all other possible natural supports have been exhausted prior to undertaking a shelter admission.

There are nine steps to an effective diversion practice:

STEP ONE:

Explanation of the diversion conversation.

“Our goal is to learn more about your specific housing situation right now and what you need so that together we can identify the best possible way to get you a place to stay tonight and to find safe, permanent housing as quickly as possible. That might mean staying in shelter tonight, but we want to avoid that if at all possible. We will work with you to find a more stable alternative if we can.”

STEP TWO:

- Why are you seeking emergency shelter today?
- What are all the other things you tried or thought about trying before you sought shelter today?

STEP THREE:

- Where did you stay last night?
 - a. If staying with someone else, what is the relationship between them and you?
 - b. How long have you been staying there?
 - c. Where did you stay before that?
 - d. Would it be safe for you to stay there again for the next 3-7 days?
 - e. (If a couple and/or household with children under 18) Would your whole household be able to return and stay there safely for the next 3-7 days?
 - f. If indicate that the place where they stayed is unsafe, ask why it is unsafe.
 - g. If cannot stay there safely, or if were staying in a place unfit for human habitation, move to Step Six.

STEP FOUR:

- What is the primary/main reason that you had to leave the place where you stayed last night?
- Are there additional reasons why you can't stay there any longer?

STEP FIVE:

- Do you think that you/you and your family could stay there again temporarily if we provide you with some help or referrals to find permanent housing or connect with other services?
- If no, why not? What would it take to be able to stay there temporarily?

STEP SIX:

- If no, is there somewhere else where you/you and your family could stay temporarily if we provide you with some help or referrals to find permanent housing and access other supports? For example, what about other family members? Friends? Co-workers?
- What would it take for you to be able to stay there temporarily?

STEP SEVEN:

- What is making it hard for you to find permanent housing for you/you and your family - or connect to other resources that could help you do that?
 - a. For example, do you or does anyone in your family have special needs or a medical condition? How does this affect your housing situation?
 - b. Do you owe money for rent or utilities?
 - c. Are you new to the area?

STEP EIGHT:

What resources do you have right now that could help you and your family find a place to stay temporarily or find permanent housing?

- a. For example, are you getting any help from other family members or friends?
- b. Do you have income? What are the sources?
- c. Are you involved with any other services right now?

STEP NINE:

- If admitted to shelter there is still an expectation that you will be attempting to secure permanent housing for you and your family.
- What is your plan at this point for securing housing if you are admitted to shelter?

Detroit Homelessness Prevention Tool

The Detroit Homelessness Prevention Tool is designed to help staff with the following:

1. **Verify household eligibility for homelessness prevention**
 - a. Imminent risk of literal homelessness (within 14 days)
 - b. Very-low income status (under 50% AMI ESG-CV only; 30% AMI ESG)
2. **Identify and prioritize the most vulnerable households most likely to be literally homeless if they do not receive prevention assistance**

Part 1: Eligibility	
<p>A. Household is at imminent risk of literal homelessness. Without prevention assistance, household is likely to be literally homeless within the next 14 days.</p> <p>B. Household is very-low income (below 50%/30% AMI)</p>	
	Check
Housing Status	
Identify the primary place where the client is staying:	
<i>Can you tell me about the place you stayed last night? Is this the primary place you stay, or is there somewhere else you normally stay? (Check 1 below)</i>	
Hotel or motel paid for without emergency shelter voucher	
Staying or living in a family member's room, apartment or house	
Staying or living in a friend's room, apartment or house	
Rental by client, no ongoing housing subsidy	
Rental by client, with other ongoing housing subsidy	
Permanent housing for formerly homeless persons (e.g., CoC Program funded unit)	
Owned by client, no ongoing housing subsidy	
Owned by client, with ongoing housing subsidy	
Hospital or other residential non-psychiatric medical facility	
Long-term care facility or nursing home	
Jail or prison	
Residential project or halfway house with no homeless criteria	
Psychiatric hospital or other psychiatric facility	

Substance abuse treatment facility or detox center	
Other (describe):	
Do you have to leave this place (or the place you normally stay) within 14 days?*	YES
<i>**IF NO, STOP HERE: Client is <u>not</u> eligible for prevention resources</i>	
Identify why the client must leave the primary place they are staying:	
What's causing you to have to leave? (Check 1 below):	
Court-ordered judgement to vacate rental unit*	
<i>**IF YES, STOP HERE: See Eviction Prevention Tool // Call xxx-xxx-xxxx</i>	
Written or verbal notice from family, friend or host to leave doubled-up housing	
Exiting an institution or system of care (e.g., hospital, jail, treatment facility, etc.)	
Insufficient resources to continue to pay for hotel or motel	
Other (describe):	
Income Status	
Household size:	
A. Total annual gross income (from all sources):	
B. 30%/50% of Area Median Income for household size:	
Is total annual gross income (A) less than 30/50% of area median income (B)?	YES
<i>**IF NO, STOP HERE: Client is <u>not</u> eligible for prevention resources</i>	

Part 2: Targeting

Use the following questions to determine household prioritization for resources:

	Check	Points
Urgency of Housing Situation		
Current housing loss expected in: (check 1 below)		
<ul style="list-style-type: none"> 0-6 days 		5
<ul style="list-style-type: none"> 7-14 days 		4
Vulnerabilities & Housing Barriers		
Income		
Have you experienced a sudden & significant loss of income (50% or more) (including employment and cash benefits) within the last 60 days AND/OR Uncontrollable & significant increase in non-discretionary expenses (ie rent, medical expenses, etc.) in the last 60 days due to COVID-19?		3
Household Annual Gross Income Amount: (check 1 below)		
<ul style="list-style-type: none"> No income (ie unemployed, no cash benefits) 		5
<ul style="list-style-type: none"> 1-14% of AMI for family size 		4
<ul style="list-style-type: none"> 15-30% of AMI for family size 		3
<ul style="list-style-type: none"> 31-40% of AMI for family size 		2
<ul style="list-style-type: none"> 41-50% of AMI for family size 		1
Household demographics		
Major change in household composition (ie death of family member, divorce by head of household, new child) in the last 6 months that directly affects ability to secure or maintain housing		3
Senior over the age of 55		3
Household size of 5 persons or larger		3
Household member is pregnant		3
At least 1 dependent child under 6		3
Single parent		3

Any household member has a disability that severely impedes the ability to maintain housing independently		2
Criminal History		
Household member was recently (within the last 6 months) discharged from an institution (jail, hospital, etc.)		4
Criminal record for arson, drug dealing or manufacture, felony offense against persons or property		4
Registered sex offender		5
Census Tract		
Resides in a prioritized census tract		5
Housing History		
Head of Household has been homeless one or more times in the last 3 years		3
Prior rental evictions (in the last 3 years): (check 1 below)		
<ul style="list-style-type: none"> • 4 or more rental evictions 		5
<ul style="list-style-type: none"> • 2-3 rental evictions 		4
<ul style="list-style-type: none"> • 1 rental eviction 		3
How many times have you moved (not related to evictions) in the last year: (check 1 below)		
<ul style="list-style-type: none"> • 4 or more moves 		5
<ul style="list-style-type: none"> • 2-3 moves 		4
<ul style="list-style-type: none"> • 1 move 		3

Score Range	Eligibility
0-15	<p>Light Touch - Resources only</p> <p><i>Non-monetary assistance, including referrals to Detroit at Work, Wayne Metro.</i></p>
16-35	<p>One-Time Assistance</p> <p><i>“Prevention” assistance: one month rent, security deposit, utility payment, moving costs, rental / utility arrears</i></p>
36+	<p>Short-term assistance</p> <p><i>“Longer-term prevention” Rental assistance not to exceed 3 months</i></p>

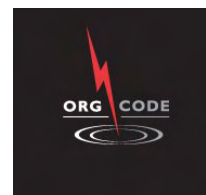
**Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)**

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters
- Transitional Housing
- Safe Haven
- Outdoors**
- Other (specify):**

Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____

Refused

3. In the last three years, how many times have you been homeless? _____

Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? _____

Refused

b) Taken an ambulance to the hospital? _____

Refused

c) Been hospitalized as an inpatient? _____

Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____

Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____

Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____

Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? Y N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do? Y N Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? Y N Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE:

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? Y N Refused
16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused
17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? Y N Refused
18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused
19. When you are sick or not feeling well, do you avoid getting help? Y N Refused
20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant? Y N N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? Y N Refused
22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a) A mental health issue or concern? Y N Refused
- b) A past head injury? Y N Refused
- c) A learning disability, developmental disability, or other impairment? Y N Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

IF THE RESPONENT SCORED 1 FOR **PHYSICAL HEALTH** AND 1 FOR **SUBSTANCE USE** AND 1 FOR **MENTAL HEALTH**, SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

SINGLE ADULTS

AMERICAN VERSION 2.01

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Y N Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS. **SCORE:**

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Y N Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA. **SCORE:**

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or _____
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

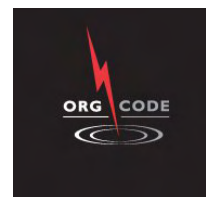
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

©2015 OrgCode Consulting Inc. and Community Solutions. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>

Children

1. How many children under the age of 18 are currently with you? _____ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? Y N Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. **SCORE:**

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
 - Shelters
 - Transitional Housing
 - Safe Haven
 - Outdoors**
 - Other (specify):** _____
 - Refused**

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? _____ Refused
7. In the last three years, how many times have you and your family been homeless? _____ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

8. In the past six months, how many times have you or anyone in your family...

- a) Received health care at an emergency department/room? Refused
- b) Taken an ambulance to the hospital? Refused
- c) Been hospitalized as an inpatient? Refused
- d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? Refused
- e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? Refused
- f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. SCORE:

- 9. Have you or anyone in your family been attacked or beaten up since they've become homeless? Y N Refused
- 10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. SCORE:

- 11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES. SCORE:

- 12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? Y N Refused
- 13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION. SCORE:

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? **Y** **N** Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? **Y** **N** Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR MONEY MANAGEMENT. SCORE:

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? **Y** **N** Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. SCORE:

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? **Y** **N** Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. SCORE:

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? **Y** **N** Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS. SCORE:

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? **Y** **N** Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? **Y** **N** Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? **Y** **N** Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? **Y** **N** Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? **Y** **N** Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. SCORE:

VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? Y N Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Y N Refused

b) A past head injury? Y N Refused

c) A learning disability, developmental disability, or other impairment? Y N Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

28. *IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:* Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? Y N N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? Y N Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

31. *YES OR NO:* Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? Y N Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? **Y** N Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES.

SCORE:

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? **Y** N Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? **Y** N Refused

36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week? Y **N** N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR NEEDS OF CHILDREN.

SCORE:

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? **Y** N Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY.

SCORE:

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? Y **N** Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? **Y** N Refused

b) 2 or more hours per day for children aged 12 or younger? **Y** N Refused

41. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? **Y** N N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR PARENTAL ENGAGEMENT.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

**Transition Age Youth -
Vulnerability Index -
Service Prioritization Decision Assistance Tool
(TAY-VI-SPDAT)**

“Next Step Tool for Homeless Youth”

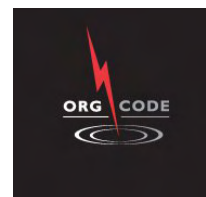
AMERICAN VERSION 1.0

©2015 OrgCode Consulting Inc., Corporation for Supportive Housing,
Community Solutions, and Eric Rice, USC School of Social Work. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Eric Rice, PhD
USC
SCHOOL OF
SOCIAL WORK



Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ___:___	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only “Yes,” “No,” or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

IF THE PERSON IS 17 YEARS OF AGE OR LESS, THEN SCORE 1.

SCORE:

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

- Shelters **Couch surfing** **Other (specify):**
 Transitional Housing **Outdoors**
 Safe Haven **Refused** _____

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

2. How long has it been since you lived in permanent stable housing? _____ Refused

3. In the last three years, how many times have you been homeless? _____ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

B. Risks

4. In the past six months, how many times have you...

- a) Received health care at an emergency department/room? _____ Refused
 b) Taken an ambulance to the hospital? _____ Refused
 c) Been hospitalized as an inpatient? _____ Refused
 d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ Refused
 e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ Refused
 f) Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether it was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. **SCORE:**

5. Have you been attacked or beaten up since you've become homeless? **Y** N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. **SCORE:**

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? **Y** N Refused
8. Were you ever incarcerated when younger than age 18? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR LEGAL ISSUES. **SCORE:**

9. Does anybody force or trick you to do things that you do not want to do? **Y** N Refused
10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION. **SCORE:**

C. Socialization & Daily Functioning

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? **Y** N Refused
12. Do you get any money from the government, an inheritance, an allowance, working under the table, a regular job, or anything like that? Y **N** Refused

IF "YES" TO QUESTION 11 OR "NO" TO QUESTION 12, THEN SCORE 1 FOR MONEY MANAGEMENT. **SCORE:**

13. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y **N** Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY. **SCORE:**

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y **N** Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE. **SCORE:**

15. Is your current lack of stable housing...

- a) Because you ran away from your family home, a group home or a foster home? **Y** N Refused
- b) Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers? **Y** N Refused
- c) Because your family or friends caused you to become homeless? **Y** N Refused
- d) Because of conflicts around gender identity or sexual orientation? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SOCIAL RELATIONSHIPS. **SCORE:**

- e) Because of violence at home between family members? **Y** N Refused
- f) Because of an unhealthy or abusive relationship, either at home or elsewhere? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR ABUSE/TRAUMA. **SCORE:**

D. Wellness

- 16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? **Y** N Refused
- 17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? **Y** N Refused
- 18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? **Y** N Refused
- 19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? **Y** N Refused
- 20. When you are sick or not feeling well, do you avoid getting medical help? **Y** N Refused
- 21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH. **SCORE:**

NEXT STEP TOOL FOR HOMELESS YOUTH

SINGLE YOUTH

AMERICAN VERSION 1.0

22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? **Y** N Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? **Y** N Refused
24. If you've ever used marijuana, did you ever try it at age 12 or younger? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE:

25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

- a) A mental health issue or concern? **Y** N Refused
- b) A past head injury? **Y** N Refused
- c) A learning disability, developmental disability, or other impairment? **Y** N Refused

26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

SCORE:

IF THE RESPONENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

SCORE:

27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? **Y** N Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? **Y** N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no moderate or high intensity services be provided at this time 4-7: assessment for time-limited supports with moderate intensity 8+: assessment for long-term housing with high service intensity
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or
Is there a phone number and/or email where someone can get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the youth at some point in the future
- safety planning

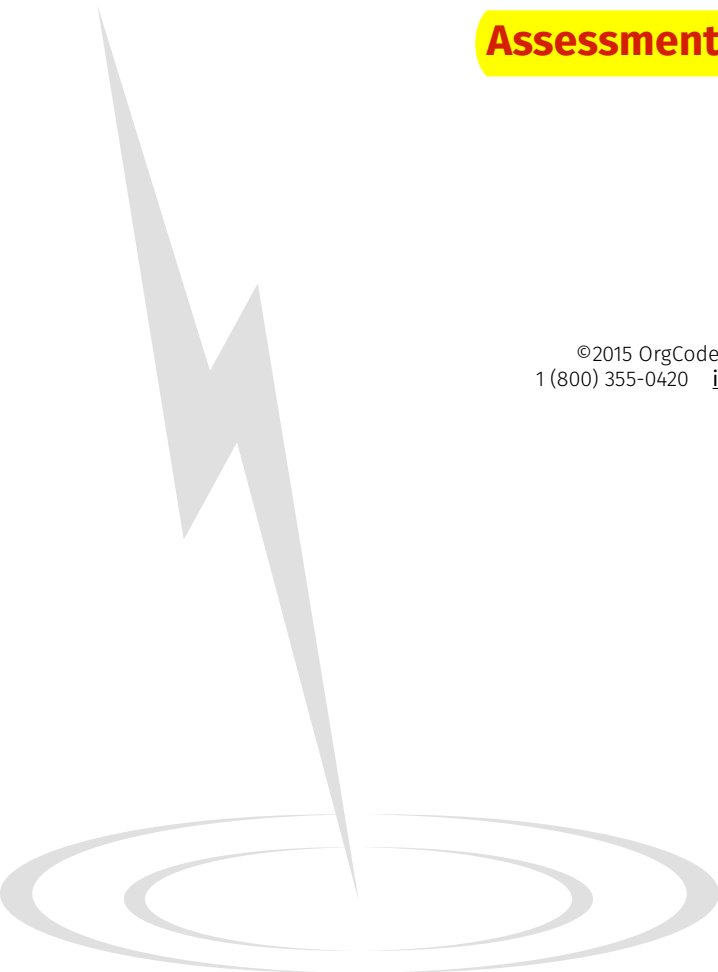
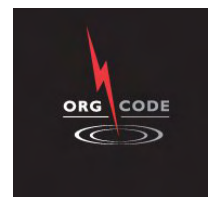
Service Prioritization Decision Assistance Tool

(SPDAT)

Assessment Tool for Single Adults

VERSION 4.01

©2015 OrgCode Consulting Inc. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com



A. Mental Health & Wellness & Cognitive Functioning

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Have you ever received any help with your mental wellness? • Do you feel you are getting all the help you need for your mental health or stress? • Has a doctor ever prescribed you pills for nerves, anxiety, depression or anything like that? • Have you ever gone to an emergency room or stayed in a hospital because you weren't feeling 100% emotionally? • Do you have trouble learning or paying attention? • Have you ever had testing done to identify learning disabilities? • Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby? • Have you ever hurt your brain or head? • Do you have any documents or papers about your mental health or brain functioning? • Are there other professionals we could speak with that have knowledge of your mental health? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #e91e63; height: 200px; margin-top: 5px;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) and not in a heightened state of recovery currently <input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition <input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
2	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No major concerns about safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning <input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability <input type="checkbox"/> No compelling reason for screening by an expert in mental health or cognitive functioning prior to housing to fully understand capacity
1	<ul style="list-style-type: none"> <input type="checkbox"/> In a heightened state of recovery, has a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, and is engaged with mental health supports as necessary.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No mental health or cognitive functioning issues disclosed, suspected or observed.

B. Physical Health & Wellness

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • How is your health? • Are you getting any help with your health? How often? • Do you feel you are getting all the care you need for your health? • Any illness like diabetes, HIV, Hep C or anything like that going on? • Ever had a doctor tell you that you have problems with blood pressure or heart or lungs or anything like that? • When was the last time you saw a doctor? What was that for? • Do you have a clinic or doctor that you usually go to? • Anything going on right now with your health that you think would prevent you from living a full, healthy, happy life? • Are there other professionals we could speak with that have knowledge of your health? • Do you have any documents or papers about your health or past stays in hospital because of your health? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-occurring chronic health conditions <input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health <input type="checkbox"/> Palliative health condition
3	<p>Presence of a health issue with any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice <input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability) <input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status
2	<ul style="list-style-type: none"> <input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care <input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living
1	<p>Single chronic or serious health condition, but all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life <input type="checkbox"/> Connected to appropriate health supports <input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No serious or chronic health condition disclosed, observed, or suspected <input type="checkbox"/> If any minor health condition, they are managed appropriately

C. Medication

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Have you recently been prescribed any medications by a health care professional? • Do you take any medications prescribed to you by a doctor? • Have you ever sold some or all of your prescription? • Have you ever had a doctor prescribe you medication that you didn't have filled at a pharmacy or didn't take? • Were any of your medications changed in the last month? If yes: How did that make you feel? • Do other people ever steal your medications? • Do you ever share your medications with other people? • How do you store your medications and make sure you take the right medication at the right time each day? • What do you do if you realize you've forgotten to take your medications? • Do you have any papers or documents about the medications you take? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps less than is sold or shared <input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high) <input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is not having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps more than is sold or shared <input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister-pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping nighttime medications on the bedside table and morning medications by the coffeemaker) <input type="checkbox"/> Medications are stored and distributed by a third-party
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week <input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills <input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days
0	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No medication prescribed to them <input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days

D. Substance Use

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • When was the last time you had a drink or used drugs? • Is there anything we should keep in mind related to drugs or alcohol? • [If they disclose use of drugs and/or alcohol] How frequently would you say you use [specific substance] in a week? • Ever have a doctor tell you that your health may be at risk because you drink or use drugs? • Have you engaged with anyone professionally related to your substance use that we could speak with? • Ever get into fights, fall down and bang your head, or pass out when drinking or using other drugs? • Have you ever used alcohol or other drugs in a way that may be considered less than safe? • Do you ever end up doing things you later regret after you have gotten really hammered? • Do you ever drink mouthwash or cooking wine or hand sanitizer or anything like that? 	<p style="text-align: center; margin: 0;">NOTES</p> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women.

SCORING	
4	<input type="checkbox"/> In a life-threatening health situation as a direct result of substance use, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Substance use is almost daily (21+ times) and often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times
3	<input type="checkbox"/> Experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times
2	In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times
1	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, or , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days
0	<input type="checkbox"/> In the past 365 days, no substance use

E. Experience of Abuse & Trauma

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<p>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</p> <ul style="list-style-type: none"> • “I don’t need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?” • “Are you currently or have you ever received professional assistance to address that abuse?” • “Does the experience of abuse or trauma impact your day to day living in any way?” • “Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?” • “Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?” • “Have you ever become homeless as a direct result of experiencing abuse or trauma?” 	<p style="text-align: center; margin: 0;">NOTES</p> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is not believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) is impacting daily functioning and/or ability to get out of homelessness
Any of the following:	
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness <input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma

F. Risk of Harm to Self or Others

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Do you have thoughts about hurting yourself or anyone else? Have you ever acted on these thoughts? When was the last time? • What was occurring when you had these feelings or took these actions? • Have you ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt yourself or others? How long ago was that? Does that happen often? • Have you recently left a situation you felt was abusive or unsafe? How long ago was that? • Have you been in any fights recently - whether you started it or someone else did? How long ago was that? How often do you get into fights? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an abusive situation <input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others <input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days <input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days <input type="checkbox"/> 366+ days ago, 4+ involvements in physical alterations
1	<input type="checkbox"/> 366+ days ago, 1-3 involvements in physical alterations
0	<input type="checkbox"/> Reports no instance of harming self, being harmed, or harming others

G. Involvement in Higher Risk and/or Exploitive Situations

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • <i>[Observe, don't ask] Any abscesses or track marks from injection substance use?</i> • <i>Does anybody force or trick you to do something that you don't want to do?</i> • <i>Do you ever do stuff that could be considered dangerous like drinking until you pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</i> • <i>Do you ever find yourself in situations that may be considered at a high risk for violence?</i> • <i>Do you ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</i> 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, engaged in 10+ higher risk and/or exploitive events <input type="checkbox"/> In the past 90 days, left an abusive situation
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, engaged in 4-9 higher risk and/or exploitive events <input type="checkbox"/> In the past 180 days, left an abusive situation, but not in the past 90 days
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, engaged in 1-3 higher risk and/or exploitive events <input type="checkbox"/> 181+ days ago, left an abusive situation
1	<ul style="list-style-type: none"> <input type="checkbox"/> Any involvement in higher risk and/or exploitive situations occurred more than 180 days ago but less than 365 days ago
0	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, no involvement in higher risk and/or exploitive events

H. Interaction with Emergency Services

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How often do you go to emergency rooms? • How many times have you had the police speak to you over the past 180 days? • Have you used an ambulance or needed the fire department at any time in the past 180 days? • How many times have you called or visited a crisis team or a crisis counselor in the last 180 days? • How many times have you been admitted to hospital in the last 180 days? How long did you stay? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative total of 10+ interactions with emergency services
3	<input type="checkbox"/> In the past 180 days, cumulative total of 4-9 interactions with emergency services
2	<input type="checkbox"/> In the past 180 days, cumulative total of 1-3 interactions with emergency services
1	<input type="checkbox"/> Any interaction with emergency services occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services

I. Legal

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Do you have any “legal stuff” going on? • Have you had a lawyer assigned to you by a court? • Do you have any upcoming court dates? Do you think there’s a chance you will do time? • Any involvement with family court or child custody matters? • Any outstanding fines? • Have you paid any fines in the last 12 months for anything? • Have you done any community service in the last 12 months? • Is anybody expecting you to do community service for anything right now? • Did you have any legal stuff in the last year that got dismissed? • Is your housing at risk in any way right now because of legal issues? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #c00000; height: 200px;"></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service)
1	<ul style="list-style-type: none"> <input type="checkbox"/> There are no current legal issues, and any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration
0	<ul style="list-style-type: none"> <input type="checkbox"/> No legal issues within the past 365 days, and currently no conditions of release

J. Managing Tenancy

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Are you currently homeless? • [If the person is housed] Do you have an eviction notice? • [If the person is housed] Do you think that your housing is at risk? • How is your relationship with your neighbors? • How do you normally get along with landlords? • How have you been doing with taking care of your place? 	<p style="text-align: center; background-color: #e91e63; color: white; margin: 0;">NOTES</p> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> Continuously housed for at least 90 days but not more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters
1	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 180 days but not more than 365 days
0	<ul style="list-style-type: none"> <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 365 days

K. Personal Administration & Money Management

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How are you with taking care of money? • How are you with paying bills on time and taking care of other financial stuff? • Do you have any street debts? • Do you have any drug or gambling debts? • Is there anybody that thinks you owe them money? • Do you budget every single month for every single thing you need? Including cigarettes? Booze? Drugs? • Do you try to pay your rent before paying for anything else? • Are you behind in any payments like child support or student loans or anything like that? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided <input type="checkbox"/> Does not comprehend financial obligations <input type="checkbox"/> Does not have an income (including formal and informal sources) <input type="checkbox"/> Not aware of the full amount spent on substances, if they use substances <input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money) <input type="checkbox"/> Only understands their financial obligations with the assistance of a 3rd party <input type="checkbox"/> Not budgeting for substance use, if they are a substance user <input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, source of income has changed 2+ times <input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs <input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship) <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for less than 90 days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days

L. Social Relationships & Networks

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Tell me about your friends, family or other people in your life. • How often do you get together or chat? • When you go to doctor's appointments or meet with other professionals like that, what is that like? • Are there any people in your life that you feel are just using you? • Are there any of your closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that? • Have you ever had people crash at your place that you did not want staying there? • Have you ever been threatened with an eviction or lost a place because of something that friends or family did in your apartment? • Have you ever been concerned about not following your lease agreement because of your friends or family? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, or impacting life, wellness, or safety <input type="checkbox"/> No friends or family and demonstrates no ability to follow social norms <input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability <input type="checkbox"/> No friends or family but demonstrating ability to follow social norms <input type="checkbox"/> Meeting new people with an intention of forming friendships <input type="checkbox"/> Reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship <input type="checkbox"/> Currently homeless, and would classify some of friends and family as being housed, while others are homeless
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Developing relationships with new people but not yet fully trusting them <input type="checkbox"/> Currently homeless, and would classify friends and family as being housed
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for less than 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for at least 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability

M. Self Care & Daily Living Skills

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Do you have any worries about taking care of yourself? • Do you have any concerns about cooking, cleaning, laundry or anything like that? • Do you ever need reminders to do things like shower or clean up? • Describe your last apartment. • Do you know how to shop for nutritious food on a budget? • Do you know how to make low cost meals that can result in leftovers to freeze or save for another day? • Do you tend to keep all of your clothes clean? • Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment? • When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings <input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis <input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 14+ days in any 30-day period <input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period
1	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, accessed community resources 4 or fewer times, and is fully taking care of all their daily needs
0	<ul style="list-style-type: none"> <input type="checkbox"/> For the past 365+ days, fully taking care of all their daily needs independently

N. Meaningful Daily Activity

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How do you spend your day? • How do you spend your free time? • Does that make you feel happy/fulfilled? • How many days a week would you say you have things to do that make you feel happy/fulfilled? • How much time in a week would you say you are totally bored? • When you wake up in the morning, do you tend to have an idea of what you plan to do that day? • How much time in a week would you say you spend doing stuff to fill up the time rather than doing things that you love? • Are there any things that get in the way of you doing the sorts of activities you would like to be doing? 	NOTES

SCORING	
4	<input type="checkbox"/> No planned, legal activities described as providing fulfillment or happiness
3	<input type="checkbox"/> Discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness
2	<input type="checkbox"/> Attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, or the individual is not fully committed to continuing the activities.
1	<input type="checkbox"/> Has planned, legal activities described as providing fulfillment or happiness 1-3 days per week
0	<input type="checkbox"/> Has planned, legal activities described as providing fulfillment or happiness 4+ days per week

O. History of Homelessness & Housing

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How long have you been homeless? • How many times have you been homeless in your life other than this most recent time? • Have you spent any time sleeping on a friend's couch or floor? And if so, during those times did you consider that to be your permanent address? • Have you ever spent time sleeping in a car or alleyway or garage or barn or bus shelter or anything like that? • Have you ever spent time sleeping in an abandoned building? • Were you ever in hospital or jail for a period of time when you didn't have a permanent address to go to when you got out? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #c00000; height: 150px; margin-top: 5px;"></div>

SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of homelessness

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE ADULTS

VERSION 4.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
MENTAL HEALTH & WELLNESS AND COGNITIVE FUNCTIONING		
PHYSICAL HEALTH & WELLNESS		
MEDICATION		
SUBSTANCE USE		
EXPERIENCE OF ABUSE AND/OR TRAUMA		
RISK OF HARM TO SELF OR OTHERS		
INVOLVEMENT IN HIGHER RISK AND/OR EXPLOITIVE SITUATIONS		
INTERACTION WITH EMERGENCY SERVICES		

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE ADULTS

VERSION 4.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
LEGAL INVOLVEMENT		
MANAGING TENANCY		
PERSONAL ADMINISTRATION & MONEY MANAGEMENT		
SOCIAL RELATIONSHIPS & NETWORKS		
SELF-CARE & DAILY LIVING SKILLS		
MEANINGFUL DAILY ACTIVITIES		
HISTORY OF HOUSING & HOMELESSNESS		
TOTAL		

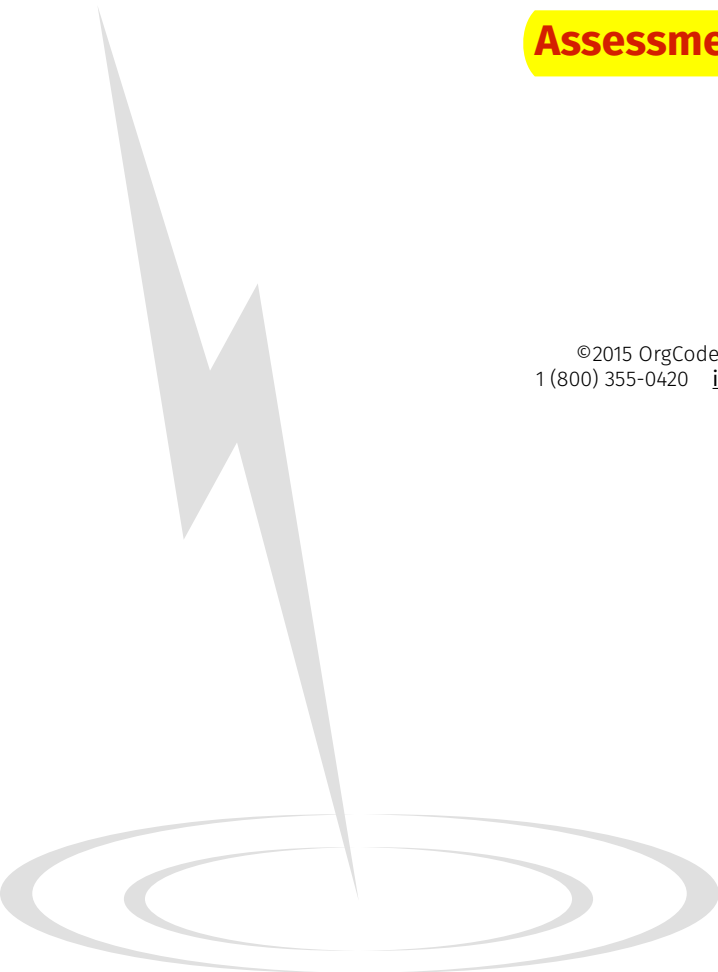
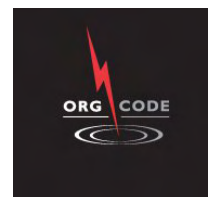
Family Service Prioritization Decision Assistance Tool

(F-SPDAT)

Assessment Tool for Families

VERSION 2.01

©2015 OrgCode Consulting Inc. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com



A. Mental Health & Wellness & Cognitive Functioning

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Has anyone in your family ever received any help with their mental wellness? • Do you feel that every member in your family is getting all the help they need for their mental health or stress? • Has a doctor ever prescribed anyone in your family pills for nerves, anxiety, depression or anything like that? • Has anyone in your family ever gone to an emergency room or stayed in a hospital because they weren't feeling 100% emotionally? • Does anyone in your family have trouble learning or paying attention, or been tested for learning disabilities? • Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby? What about when you were pregnant? • Has anyone in your family ever hurt their brain or head? • Do you have any documents or papers about your family's mental health or brain functioning? • Are there other professionals we could speak with that have knowledge of your family's mental health? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #c00000; height: 200px; margin-top: 5px;"></div>

SCORING	
4	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) and not in a heightened state of recovery currently <input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
3	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition <input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability
2	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No major concerns about the family's safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning <input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability <input type="checkbox"/> No compelling reason for any member of the family to be screened by an expert in mental health or cognitive functioning prior to housing to fully understand capacity
1	<ul style="list-style-type: none"> <input type="checkbox"/> All members of the family are in a heightened state of recovery, have a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, and are engaged with mental health supports as necessary.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No mental health or cognitive functioning issues disclosed, suspected or observed.

B. Physical Health & Wellness

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • How is your family's health? • Are you getting any help with your health? How often? • Do you feel you are getting all the care you need for your family's health? • Any illnesses like diabetes, HIV, Hep C or anything like that going on in any member of your family? • Ever had a doctor tell anyone in your family that they have problems with blood pressure or heart or lungs or anything like that? • When was the last time anyone in your family saw a doctor? What was that for? • Do you have a clinic or doctor that you usually go to? • Anything going on right now with your family's health that you think would prevent them from living a full, healthy, happy life? • Are there other professionals we could speak with that have knowledge of your family's health? • Do you have any documents or papers about your family's health or past stays in hospital because of your health? 	<p>NOTES</p> <div style="border: 1px solid #c00000; height: 200px; width: 100%;"></div>

SCORING	
4	<p>Any of the following for any member of the family:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-occurring chronic health conditions <input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health <input type="checkbox"/> Palliative health condition
3	<p>Presence of a health issue among any family member with any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice <input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability) <input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status
2	<ul style="list-style-type: none"> <input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care <input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living
1	<p>Single chronic or serious health condition in a family member, but all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life <input type="checkbox"/> Connected to appropriate health supports <input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No serious or chronic health condition <input type="checkbox"/> If any minor health condition, they are managed appropriately

C. Medication

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Has anyone in your family recently been prescribed any medications by a health care professional? • Does anyone in your family take any medication, prescribed to them by a doctor? • Has anyone in your family ever had a doctor prescribe them a medication that wasn't filled or they didn't take? • Were any of your family's medications changed in the last month? Whose? How did that make them feel? • Do other people ever steal your family's medications? • Does anyone in your family ever sell or share their medications with other people it wasn't prescribed to? • How does your family store their medication and make sure they take the right medication at the right time each day? • What do you do if you realize someone has forgotten to take their medications? • Do you have any papers or documents about the medications your family takes? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING

4	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps less than is sold or shared <input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high) <input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason.
3	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is not having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps more than is sold or shared <input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister-pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping nighttime medications on the bedside table and morning medications by the coffeemaker) <input type="checkbox"/> Medications are stored and distributed by a third-party
2	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week <input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills <input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days
0	<p>Any of the following is true for every family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No medication prescribed to them <input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days

D. Substance Use

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • <i>When was the last time you had a drink or used drugs? What about the other members of your family?</i> • <i>Anything we should keep in mind related to drugs/alcohol?</i> • <i>How often would you say you use [substance] in a week?</i> • <i>Ever have a doctor tell you that your health may be at risk because you drink or use drugs?</i> • <i>Have you engaged with anyone professionally related to your substance use that we could speak with?</i> • <i>Ever get into fights, fall down and bang your head, do things you regret later, or pass out when drinking or using other drugs?</i> • <i>Have you ever used alcohol or other drugs in a way that may be considered less than safe?</i> • <i>Do you ever drink mouthwash or cooking wine or hand sanitizer or anything like that?</i> 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px; margin-top: 5px;"></div>

Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women.

SCORING

4	<input type="checkbox"/> An adult is in a life-threatening health situation as a direct result of substance use, or , <input type="checkbox"/> Any family member is under the legal age but over 15 and would score a 3+, or , <input type="checkbox"/> Any family member is under 15 and would score a 2+, or who first used drugs prior to age 12, or , In the past 30 days, any of the following are true for any adult in the family... <ul style="list-style-type: none"> <input type="checkbox"/> Substance use is almost daily (21+ times) and often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times
3	<input type="checkbox"/> An adult is experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, or , <input type="checkbox"/> Any family member is under the legal age but over 15 and would score a 2, or , <input type="checkbox"/> Any family member is under 15 and would score a 1, or who first used drugs at age 13-15, or , In the past 30 days, any of the following are true for any adult in the family... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times
2	<input type="checkbox"/> Any family member is under the legal age but over 15 and would otherwise score 1, or , In the past 30 days, any of the following are true for any adult in the family... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times
1	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, or , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days
0	<input type="checkbox"/> In the past 365 days, no substance use

E. Experience of Abuse & Trauma of Parents

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<p>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</p> <p>*Because this section is self-reported, if there are more than one parent present, they should each be asked individually.</p> <ul style="list-style-type: none"> • “I don’t need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?” • “Are you currently or have you ever received professional assistance to address that abuse?” • “Does the experience of abuse or trauma impact your day to day living in any way?” • “Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?” • “Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?” • “Have you ever become homeless as a direct result of experiencing abuse or trauma?” 	<p style="text-align: center;">NOTES</p> <div style="border: 1px solid #e91e63; height: 200px;"></div>

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is not believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) is impacting daily functioning and/or ability to get out of homelessness
Any of the following:	
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness <input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma

F. Risk of Harm to Self or Others

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Does anyone in your family have thoughts about hurting themselves or anyone else? Have they ever acted on these thoughts? When was the last time? What was occurring when that happened? • Has anyone in your family ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt themselves or others? How long ago was that? Does that happen often? • Has anyone in your family recently left a situation you felt was abusive or unsafe? How long ago was that? • Has anyone in your family been in any fights recently – whether they started it or someone else did? How long ago was that? How often do they get into fights? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px;"></div>

SCORING

4	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an abusive situation <input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others <input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)
3	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days <input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days
2	<p>Any of the following for any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days <input type="checkbox"/> 366+ days ago, 4+ involvements in physical alterations
1	<ul style="list-style-type: none"> <input type="checkbox"/> 366+ days ago, a family member had 1-3 involvements in physical alterations
0	<ul style="list-style-type: none"> <input type="checkbox"/> Whole family reports no instance of harming self, being harmed, or harming others

G. Involvement in Higher Risk and/or Exploitive Situations

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • <i>[Observe, don't ask] Any abscesses or track marks from injection substance use?</i> • <i>Does anybody force or trick people in your family to do things that they don't want to do?</i> • <i>Do you or anyone in your family ever do stuff that could be considered dangerous like drinking until they pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</i> • <i>Does anyone in your family ever find themselves in situations that may be considered at a high risk for violence?</i> • <i>Does your family ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</i> 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #c00000; height: 150px;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, family engaged in a total of 10+ higher risk and/or exploitive events <input type="checkbox"/> In the past 90 days, any member of the family left an abusive situation
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, family engaged in a total of 4-9 higher risk and/or exploitive events <input type="checkbox"/> In the past 180 days, any member of the family left an abusive situation, but not in the past 90 days
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, family engaged in a total of 1-3 higher risk and/or exploitive events <input type="checkbox"/> 181+ days ago, any member of the family left an abusive situation
1	<ul style="list-style-type: none"> <input type="checkbox"/> Any involvement in higher risk and/or exploitive situations by any member of the family occurred more than 180 days ago but less than 365 days ago
0	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, no involvement by any family member in higher risk and/or exploitive events

H. Interaction with Emergency Services

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How often does your family go to emergency rooms? • How many times have you had the police speak to members of your family over the past 180 days? • Has anyone in your family used an ambulance or needed the fire department at any time in the past 180 days? • How many times have members of your family called or visited a crisis team or a crisis counselor in the last 180 days? • How many times have you or anyone in your family been admitted to hospital in the last 180 days? How long did they stay? 	NOTES

Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative family total of 10+ interactions with emergency services
3	<input type="checkbox"/> In the past 180 days, cumulative family total of 4-9 interactions with emergency services
2	<input type="checkbox"/> In the past 180 days, cumulative family total of 1-3 interactions with emergency services
1	<input type="checkbox"/> Any interaction with emergency services by family members occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services

I. Legal

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Does your family have any “legal stuff” going on? • Has anyone in your family had a lawyer assigned to them by a court? • Does anyone in your family have any upcoming court dates? Do you think there’s a chance someone in your family will do time? • Any outstanding fines? • Has anyone in your family paid any fines in the last 12 months for anything? • Has anyone in your family done any community service in the last 12 months? • Is anybody expecting someone in your family to do community service for anything right now? • Did your family have any legal stuff in the last year that got dismissed? • Is your family’s housing at risk in any way right now because of legal issues? 	<p>NOTES</p> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING	
4	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand
3	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand
2	<p>Any of the following among any family member:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service)
1	<ul style="list-style-type: none"> <input type="checkbox"/> There are no current legal issues among family members, and any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration
0	<ul style="list-style-type: none"> <input type="checkbox"/> No family member has had any legal issues within the past 365 days, and currently no conditions of release

J. Managing Tenancy

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Is your family currently homeless? • [If the family is housed] Does your family have an eviction notice? • [If the family is housed] Do you think that your family's housing is at risk? • How is your family's relationship with your neighbors? • How does your family normally get along with landlords? • How has your family been doing with taking care of your place? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #c00000; height: 150px; margin-top: 5px;"></div>

Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> Continuously housed for at least 90 days but not more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters
1	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 180 days but not more than 365 days
0	<ul style="list-style-type: none"> <input type="checkbox"/> Continuously housed, with no assistance on housing matters, for at least 365 days

K. Personal Administration & Money Management

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How are you and your family with taking care of money? • How are you and your family with paying bills on time and taking care of other financial stuff? • Does anyone in your family have any street debts or drug or gambling debts? • Is there anybody that thinks anyone in your family owes them money? • Do you budget every single month for every single thing your family needs? Including cigarettes? Booze? Drugs? • Does your family try to pay your rent before paying for anything else? • Is anyone in your family behind in any payments like child support or student loans or anything like that? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No family income (including formal and informal sources) <input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments <p>Or, for the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided <input type="checkbox"/> Does not comprehend financial obligations <input type="checkbox"/> Not aware of the full amount spent on substances, if the household includes a substance user
3	<p><input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments, or</p> <p>For the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money) <input type="checkbox"/> Only understands their financial obligations with the assistance of a 3rd party <input type="checkbox"/> Not budgeting for substance use, if the household includes a substance user
2	<p><input type="checkbox"/> In the past 365 days, source of family income has changed 2+ times, or</p> <p>For the person who normally handles the household's finances, any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs <input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship) <input type="checkbox"/> Self-managing financial resources and taking care of associated administrative tasks for less than 90 days
1	<p><input type="checkbox"/> The person who normally handles the household's finances has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days</p>
0	<p><input type="checkbox"/> The person who normally handles the household's finances has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days</p>

L. Social Relationships & Networks

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Tell me about your family’s friends, extended family or other people in your life. • How often do you get together or chat with family friends? • When your family goes to doctor’s appointments or meet with other professionals like that, what is that like? • Are there any people in your life that you feel are just using you, or someone else in your family? • Are there any of your family’s closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that? • Have you ever had people crash at your place that you did not want staying there? • Have you ever been threatened with an eviction or lost a place because of something that friends or extended family did in your apartment? • Have you ever been concerned about not following your lease agreement because of friends or extended family? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless <input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, or impacting life, wellness, or safety <input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> No friends or family and any family member demonstrates an inability to follow social norms
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless, and would classify some of friends as housed, while some are homeless <input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability <input type="checkbox"/> No friends or family but all family members demonstrate ability to follow social norms <input type="checkbox"/> Any family member is meeting new people with an intention of forming friendships <input type="checkbox"/> Any family member is reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless, and would classify friends and family as being housed <input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship <input type="checkbox"/> Any family member is developing relationships with new people but not yet fully trusting them
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for less than 180 days, and family is engaged with friends or family, who are having no negative consequences on the individual’s housing stability
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for at least 180 days, and family is engaged with friends or family, who are having no negative consequences on the individual’s housing stability

M. Self Care & Daily Living Skills of Family Head

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Do you have any worries about taking care of yourself or your family? • Do you have any concerns about cooking, cleaning, laundry or anything like that? • Does anyone in your family ever need reminders to do things like shower or clean up? • Describe your family's last apartment. • Do you know how to shop for nutritious food on a budget? • Do you know how to make low cost meals that can result in leftovers to freeze or save for another day? • Do you tend to keep all of your family's clothes clean? • Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment? • When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty? 	NOTES <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

SCORING	
4	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings <input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis <input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life
3	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 14+ days in any 30-day period <input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life
2	<p>Any of the following for head(s) of household:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period
1	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, family accessed community resources 4 or fewer times, and head of household is fully taking care of all the family's daily needs
0	<ul style="list-style-type: none"> <input type="checkbox"/> For the past 365+ days, fully taking care of all the family's daily needs independently

N. Meaningful Daily Activity

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • How does your family spend their days? • How does your family spend their free time? • Do these things make your family feel happy/fulfilled? • How many days a week would you say members of your family have things to do that make them feel happy/fulfilled? • How much time in a week would you or members of your family say they are totally bored? • When people in your family wake up in the morning, do they tend to have an idea of what they plan to do that day? • How much time in a week would you say members of your family spend doing stuff to fill up the time rather than doing things that they love? • Are there any things that get in the way of your family doing the sorts of activities they would like to be doing? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #c00000; height: 200px; margin-top: 5px;"></div>

SCORING	
4	<input type="checkbox"/> Any member of the family has no planned, legal activities described as providing fulfillment or happiness
3	<input type="checkbox"/> Any member of the family is discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness
2	<input type="checkbox"/> Some members of the family are attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, or they are not fully committed to continuing the activities.
1	<input type="checkbox"/> Each family member has planned, legal activities described as providing fulfillment or happiness 1-3 days per week
0	<input type="checkbox"/> Each family member has planned, legal activities described as providing fulfillment or happiness 4+ days per week

0. History of Homelessness & Housing

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How long has your family been homeless? • How many times has your family experienced homelessness other than this most recent time? • Has your family spent any time sleeping on a friend's couch or floor? And if so, during those times did you consider that to be your family's permanent address? • Has your family ever spent time sleeping in a car, alleyway, garage, barn, bus shelter, or anything like that? • Has your family ever spent time sleeping in an abandoned building? • Was anyone in your family ever been in hospital or jail for a period of time when they didn't have a permanent address to go to when they got out? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #c00000; height: 150px; width: 100%;"></div>

SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of family homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of family homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of family homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of family homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of family homelessness

P. Parental Engagement

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Walk me through a typical evening after school in your family. • Tell me about what role, if any, the older kids have with the younger kids. Do they babysit? Walk them to school? Bathe or put the younger kids to bed? • Does your family have play time together? What kinds of things do you do and how often do you do it? • Let's pick a day like a Saturday...do you know where your kids are the entire day and whom they are out with all day? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

Note: In this section, a child is considered “supervised” when the parent has knowledge of the child’s whereabouts, the child is in an age-appropriate environment, and the child is engaged with the parent or another responsible adult. “Caretaking tasks” are tasks that may be expected by a parent/caregiver such as getting children to/from school, preparing meals, bathing children, putting children to bed, etc.

SCORING	
4	<input type="checkbox"/> No sense of parental attachment and responsibility <input type="checkbox"/> No meaningful family time together <input type="checkbox"/> Children 12 and younger are unsupervised 3+ hours each day <input type="checkbox"/> Children 13 and older are unsupervised 4+ hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks 5+ days/week
3	<input type="checkbox"/> Weak sense of parental attachment and responsibility <input type="checkbox"/> Meaningful family activities occur 1-4 times in a month <input type="checkbox"/> Children 12 and younger are unsupervised 1-3 hours each day <input type="checkbox"/> Children 13 and older are unsupervised 2-4 hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks 3-4 days/week
2	<input type="checkbox"/> Sense of parental attachment and responsibility, but not consistently applied <input type="checkbox"/> Meaningful family activities occur 1-2 days per week <input type="checkbox"/> Children 12 and younger are unsupervised fewer than 1 hour each day <input type="checkbox"/> Children 13 and older are unsupervised 1-2 hours each day <input type="checkbox"/> In families with 2+ children, the older child performs caretaking tasks fewer than 2 days/week
1	<input type="checkbox"/> Strong sense of parental attachment and responsibility towards their children <input type="checkbox"/> Meaningful family activities occur 3-6 days of the week <input type="checkbox"/> Children 12 and younger are never unsupervised <input type="checkbox"/> Children 13 and older are unsupervised no more than an hour each day
0	<input type="checkbox"/> Strong sense of attachment and responsibility towards their children <input type="checkbox"/> Meaningful family activities occur daily <input type="checkbox"/> Children are never unsupervised

Q. Stability/Resiliency of the Family Unit

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • <i>Over the past year have there been any different adults staying with the family like a family friend, grandparent, aunt or that sort of thing? If so, can you tell me when and for how long and the changes that have occurred?</i> • <i>Other than kids being taken into care, have there been any instances where any child has gone to stay with another family member or family friend for any length of time? Can you tell me how many times, when and for how long that happened?</i> 	NOTES

SCORING	
4	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relative within the family have changed 4+ times <input type="checkbox"/> Children have left or returned to the family 4+ times
3	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 3 times <input type="checkbox"/> Children have left or returned to the family 3 times
2	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 2 times <input type="checkbox"/> Children have left or returned to the family 2 times
1	In the past 365 days, any of the following have occurred: <input type="checkbox"/> Parental arrangements and/or other adult relatives within the family have changed 1 time <input type="checkbox"/> Children have left or returned to the family 1 time
0	In the past 365 days, any of the following have occurred: <input type="checkbox"/> No change in parental arrangements and/or other adult relatives within the family <input type="checkbox"/> Children have not left or returned to the family

R. Needs of Children

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Please tell me about the attendance at school of your school-aged children. • Any health issues with your children? • Any times of separation between your children and parents? • Without going into detail, have any of your children experienced or witnessed emotional, physical, sexual or psychological abuse? • Have your children ever accessed professional assistance to address that abuse? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 200px;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 15+ days in any month <input type="checkbox"/> School-aged children are not currently enrolled in school <input type="checkbox"/> Any member of the family, including children, is currently escaping an abusive situation <input type="checkbox"/> The family is homeless
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 7-14 days in any month <input type="checkbox"/> School-aged children typically miss 3+ days of school per week for reasons other than illness <input type="checkbox"/> In the last 180 days, any child(ren) in the family has experienced an abusive situation that has since ended
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the last 90 days, children needed to live with friends or family for 1-6 days in any month <input type="checkbox"/> School-aged children typically miss 2 days of school per week for reasons other than illness <input type="checkbox"/> In the past 365 days, any child(ren) in the family has experienced an abusive situation that has ended more than 180 days ago
1	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the last 365 days, children needed to live with friends or family for 7+ days in any month, but not in the last 90 days <input type="checkbox"/> School-aged children typically miss 1 day of school per week for reasons other than illness
0	<p>All of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the last 365 days, children needed to live with friends or family for fewer than 7 days in every month <input type="checkbox"/> School-aged children maintain consistent attendance at school <input type="checkbox"/> There is no evidence of children in the home having experienced or witnessed abuse <input type="checkbox"/> The family is housed

S. Size of Family Unit

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • I just want to make sure I understand how many kids there are, the gender of each and their age. Can you take me through that again? • Is anyone in the family currently pregnant? 	NOTES

SCORING		
	FOR ONE-PARENT FAMILIES:	FOR TWO-PARENT FAMILIES:
4	Any of the following: <input type="checkbox"/> A pregnancy in the family <input type="checkbox"/> At least one child aged 0-6 <input type="checkbox"/> Three or more children of any age	Any of the following: <input type="checkbox"/> A pregnancy in the family <input type="checkbox"/> Four or more children of any age
3	Any of the following: <input type="checkbox"/> At least one child aged 7-11 <input type="checkbox"/> Two children of any age	Any of the following: <input type="checkbox"/> At least one child aged 0-6 <input type="checkbox"/> Three children of any age
2	<input type="checkbox"/> At least one child aged 12-15.	Any of the following: <input type="checkbox"/> At least one child aged 7-11 <input type="checkbox"/> Two children of any age
1	<input type="checkbox"/> At least one child aged 16 or older.	<input type="checkbox"/> At least one child aged 12 or older
0	<input type="checkbox"/> Children have been permanently removed from the family and the household is transitioning to services for singles or couples without children	

T. Interaction with Child Protective Services and/or Family Court

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Any matters being considered by a judge right now as it pertains to any member of your family? • Have any of your children spent time in care? When was that? For how long were they in care? When did you get them back? • Has there ever been an investigation by someone in child welfare into the matters of your family? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, interactions with child protective services have occurred <input type="checkbox"/> In the past 365 days, one or more children have been removed from parent’s custody that have not been reunited with the family at least four days per week <input type="checkbox"/> There are issues still be decided or considered within family court
3	<p>In the past 180 days, any of the following have occurred:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interactions with child protective services have occurred, but not within the past 90 days <input type="checkbox"/> One or more children have been removed from parent’s custody through child protective services (non-voluntary) and the child(ren) has been reunited with the family four or more days per week; <input type="checkbox"/> Issues have been resolved in family court
2	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, interactions with child protective services have occurred, but not within the past 180 days, and there are no active issues, concerns or investigations
1	<ul style="list-style-type: none"> <input type="checkbox"/> No interactions with child protective services have occurred, within the past 365 days, and there are no active issues, concerns or investigations.
0	<ul style="list-style-type: none"> <input type="checkbox"/> There have been no serious interactions with child protective services because of parenting concerns

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
MENTAL HEALTH & WELLNESS AND COGNITIVE FUNCTIONING		
PHYSICAL HEALTH & WELLNESS		
MEDICATION		
SUBSTANCE USE		
EXPERIENCE OF ABUSE AND/OR TRAUMA		
RISK OF HARM TO SELF OR OTHERS		
INVOLVEMENT IN HIGHER RISK AND/OR EXPLOITIVE SITUATIONS		
INTERACTION WITH EMERGENCY SERVICES		

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
LEGAL INVOLVEMENT		
MANAGING TENANCY		
PERSONAL ADMINISTRATION & MONEY MANAGEMENT		
SOCIAL RELATIONSHIPS & NETWORKS		
SELF-CARE & DAILY LIVING SKILLS		
MEANINGFUL DAILY ACTIVITIES		
HISTORY OF HOUSING & HOMELESSNESS		

FAMILY SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (F-SPDAT)

FAMILIES

VERSION 2.01

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
PARENTAL ENGAGEMENT		
STABILITY/RESILIENCY OF THE FAMILY UNIT		
NEEDS OF CHILDREN		
SIZE OF FAMILY		
INTERACTION WITH CHILD PROTECTIVE SERVICES AND/ OR FAMILY COURT		
TOTAL		

Youth
Service Prioritization Decision Assistance Tool
(Y-SPDAT)

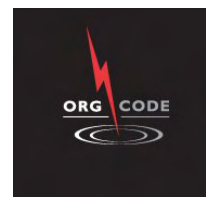
Assessment Tool for Single Youth

VERSION 1.0

©2015 OrgCode Consulting Inc. All rights reserved.
1 (800) 355-0420 info@orgcode.com www.orgcode.com

Disclaimer

The management and staff of OrgCode Consulting, Inc. (OrgCode) do not control the way in which the Service Prioritization Decision Assistance Tool (SPDAT) will be used, applied or integrated into related client processes by communities, agency management or frontline workers. OrgCode assumes no legal responsibility or liability for the misuse of the SPDAT, decisions that are made or services that are received in conjunction with the assessment tool.



A. Mental Health & Wellness & Cognitive Functioning

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Have you ever had a conversation with a psychiatrist, psychologist, or school counsellor? When was that? • Do you feel you are getting all the help you might need with whatever mental health stress you might have? • Have you ever hurt your brain or head? • Do you have trouble learning or paying attention? • Has anyone ever told you you might have ADD or ADHD? • Was there ever any special testing done to identify learning disabilities? • Has any doctor ever prescribed you pills for anxiety, depression, or anything like that? • Do you know if, when pregnant with you, your mother did anything that we now know can have negative effects on the baby? • Are there any professionals we could speak with that have knowledge of your mental health? 	NOTES

SCORING		
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serious and persistent mental illness (2+ hospitalizations in a mental health facility or psychiatric ward in the past 2 years) and not in a heightened state of recovery currently <input type="checkbox"/> Major barriers to performing tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability 	
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Heightened concerns about state of mental health, but fewer than 2 hospitalizations, and/or without knowledge of presence of a diagnosable mental health condition <input type="checkbox"/> Diminished ability to perform tasks and functions of daily living or communicating intent because of a brain injury, learning disability or developmental disability 	
2	<p>While there may be concern for overall mental health or mild impairments to performing tasks and functions of daily living or communicating intent, all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No major concerns about safety or ability to be housed without intensive supports to assist with mental health or cognitive functioning <input type="checkbox"/> No major concerns for the health and safety of others because of mental health or cognitive functioning ability <input type="checkbox"/> No compelling reason for screening by an expert in mental health or cognitive functioning prior to housing to fully understand capacity 	<p>FOR YOUTH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Age 16 or under and would not otherwise score higher
1	<ul style="list-style-type: none"> <input type="checkbox"/> In a heightened state of recovery, has a Wellness Recovery Action Plan (WRAP) or similar plan for promoting wellness, understands symptoms and strategies for coping with them, and is engaged with mental health supports as necessary. 	<ul style="list-style-type: none"> <input type="checkbox"/> Age 17-23 and would not otherwise score higher
0	<ul style="list-style-type: none"> <input type="checkbox"/> Age 24+ and no mental health or cognitive functioning issues disclosed, suspected or observed 	

B. Physical Health & Wellness

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How is your health? • Do you feel you are getting all the care you need for your health? When was the last time you saw a doctor? What was that for? • Do you have a clinic or doctor that you usually go to? • Any illness like diabetes, HIV, Hep C or anything like that going on? • Do you have any reason to suspect you might be pregnant? Is that impacting your health in any way? Have you talked with a doctor about your pregnancy? Are you following the doctor's advice? • Anything going on right now with your health that you think would prevent you from living a full, healthy, happy life? • Are there other professionals we could speak with that have knowledge of your health? 	<p style="text-align: center; margin: 0;">NOTES</p> <div style="border: 1px solid #c00000; height: 150px; width: 100%;"></div>

Note: In this section, a current pregnancy can be considered a health issue.

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-occurring chronic health conditions <input type="checkbox"/> Attempting a treatment protocol for a chronic health condition, but the treatment is not improving health <input type="checkbox"/> Palliative health condition
3	<p>Presence of a health issue with any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not connected with professional resources to assist with a real or perceived serious health issue, by choice <input type="checkbox"/> Single chronic or serious health concern but does not connect with professional resources because of insufficient community resources (e.g. lack of availability or affordability) <input type="checkbox"/> Unable to follow the treatment plan as a direct result of homeless status
2	<ul style="list-style-type: none"> <input type="checkbox"/> Presence of a relatively minor physical health issue, which is managed and/or cared for with appropriate professional resources or through informed self-care <input type="checkbox"/> Presence of a physical health issue, for which appropriate treatment protocols are followed, but there is still a moderate impact on their daily living
1	<p>Single chronic or serious health condition, but all of the following are true:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to manage the health issue and live a relatively active and healthy life <input type="checkbox"/> Connected to appropriate health supports <input type="checkbox"/> Educated and informed on how to manage the health issue, take medication as necessary related to the condition, and consistently follow these requirements.
0	<ul style="list-style-type: none"> <input type="checkbox"/> No serious or chronic health condition <input type="checkbox"/> If any minor health condition, they are managed appropriately

C. Medication

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Have you recently been prescribed any medications by a health care professional? • Do you take any medications prescribed to you by a doctor? • Have you ever sold some or all of your prescription? • Have you ever had a doctor prescribe you medication that you didn't have filled at a pharmacy or didn't take? • Were any of your medications changed in the last month? If yes: How did that make you feel? • Do other people ever steal your medications? • Do you ever share your medications with other people? • How do you store your medications and make sure you take the right medication at the right time each day? • What do you do if you realize you've forgotten to take your medications? • Do you have any papers or documents about the medications you take? 	<p style="text-align: center; margin: 0;">NOTES</p> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps less than is sold or shared <input type="checkbox"/> Regularly misuses medication (e.g. frequently forgets; often takes the wrong dosage; uses some or all of medication to get high) <input type="checkbox"/> Has had a medication prescribed in the last 90 days that remains unfilled, for any reason
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 30 days, started taking a prescription which is not having any negative impact on day to day living, socialization or mood <input type="checkbox"/> Shares or sells prescription, but keeps more than is sold or shared <input type="checkbox"/> Requires intensive assistance to manage or take medication (e.g., assistance organizing in a pillbox; working with pharmacist to blister-pack; adapting the living environment to be more conducive to taking medications at the right time for the right purpose, like keeping night-time medications on the bedside table and morning medications by the coffeemaker) <input type="checkbox"/> Medications are stored and distributed by a third-party
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fails to take medication at the appropriate time or appropriate dosage, 1-2 times per week <input type="checkbox"/> Self-manages medications except for requiring reminders or assistance for refills <input type="checkbox"/> Successfully self-managing medication for fewer than 30 consecutive days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Successfully self-managing medications for more than 30, but less than 180, consecutive days
0	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No medication prescribed to them <input type="checkbox"/> Successfully self-managing medication for 181+ consecutive days

D. Substance Use

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • When was the last time you had a drink or used drugs? • Is there anything we should keep in mind related to drugs or alcohol? • [If they disclose use of drugs and/or alcohol] How frequently would you say you use [specific substance] in a week? • Ever get into fights, fall down and bang your head, or pass out when drinking or using other drugs? • Have you ever used alcohol or other drugs in a way that may be considered less than safe? • Do you ever end up doing things you later regret after you have gotten really hammered? • Do you ever drink mouthwash or cooking wine or hand sanitizer or anything like that? • Have you engaged with anyone professionally related to your substance use that we could speak with? 	<p>NOTES</p> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

Note: Consumption thresholds: 2 drinks per day or 14 total drinks in any one week period for men; 2 drinks per day or 9 total drinks in any one week period for women. “Under legal age” refers to under the age at which it is legal to purchase and consume the substance in question.

SCORING		FOR YOUTH
4	<input type="checkbox"/> In a life-threatening health situation as a direct result of substance use, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Substance use is almost daily (21+ times) and often to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use 4+ times <input type="checkbox"/> Substance use resulting in passing out 2+ times 	<input type="checkbox"/> First used drugs before age 12 <input type="checkbox"/> Scores a 2-3 and is under age 15 <input type="checkbox"/> Scores a 3 and is under legal age
3	<input type="checkbox"/> Experiencing serious health impacts as a direct result of substance use, though not (yet) in a life-threatening position as a result, or , In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation 12+ times <input type="checkbox"/> Alcohol use usually exceeded the consumption thresholds (at least 5+ times), but usually not to the point of complete inebriation <input type="checkbox"/> Binge drinking, non-beverage alcohol use, or inhalant use occurred 1-3 times 	<input type="checkbox"/> First used drugs aged 12-15 <input type="checkbox"/> Scores a 1 and is under age 15 <input type="checkbox"/> Scores a 2 and is under legal age
2	In the past 30 days, any of the following are true... <ul style="list-style-type: none"> <input type="checkbox"/> Drug use reached the point of complete inebriation fewer than 12 times <input type="checkbox"/> Alcohol use exceeded the consumption thresholds fewer than 5 times 	<input type="checkbox"/> Scores a 1 and is under legal age
1	<input type="checkbox"/> In the past 365 days, no alcohol use beyond consumption thresholds, or , <input type="checkbox"/> If making claims to sobriety, no substance use in the past 30 days	
0	<input type="checkbox"/> In the past 365 days, no substance use	

E. Experience of Abuse & Trauma

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<p>*To avoid re-traumatizing the individual, ask selected approved questions as written. Do not probe for details of the trauma/abuse. This section is entirely self-reported.</p> <ul style="list-style-type: none"> • “I don’t need you to go into any details, but has there been any point in your life where you experienced emotional, physical, sexual or psychological abuse?” • “Are you currently or have you ever received professional assistance to address that abuse?” • “Does the experience of abuse or trauma impact your day to day living in any way?” • “Does the experience of abuse or trauma impact your ability to hold down a job, maintain housing or engage in meaningful relationships with friends or family?” • “Have you ever found yourself feeling or acting in a certain way that you think is caused by a history of abuse or trauma?” • “Have you ever become homeless as a direct result of experiencing abuse or trauma?” 	<p style="text-align: center;">NOTES</p> <div style="border: 1px solid #e91e63; height: 200px; width: 100%;"></div>

SCORING	
4	<input type="checkbox"/> A reported experience of abuse or trauma, believed to be a direct cause of their homelessness
3	<input type="checkbox"/> The experience of abuse or trauma is not believed to be a direct cause of homelessness, but abuse or trauma (experienced before, during, or after homelessness) is impacting daily functioning and/or ability to get out of homelessness
Any of the following:	
2	<input type="checkbox"/> A reported experience of abuse or trauma, but is not believed to impact daily functioning and/or ability to get out of homelessness <input type="checkbox"/> Engaged in therapeutic attempts at recovery, but does not consider self to be recovered
1	<input type="checkbox"/> A reported experience of abuse or trauma, and considers self to be recovered
0	<input type="checkbox"/> No reported experience of abuse or trauma

F. Risk of Harm to Self or Others

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • <i>Do you have thoughts about hurting yourself or anyone else? Have you ever acted on these thoughts? When was the last time?</i> • <i>What was occurring when you had these feelings or took these actions?</i> • <i>Have you ever received professional help – including maybe a stay at hospital – as a result of thinking about or attempting to hurt yourself or others? How long ago was that? Does that happen often?</i> • <i>Have you recently left a situation you felt was abusive or unsafe? How long ago was that?</i> • <i>Have you been in any fights recently - whether you started it or someone else did? How long ago was that? How often do you get into fights?</i> 	NOTES <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an abusive situation <input type="checkbox"/> In the past 30 days, attempted, threatened, or actually harmed self or others <input type="checkbox"/> In the past 30 days, involved in a physical altercation (instigator or participant)
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 180 days, left an abusive situation, but no exposure to abuse in the past 90 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 180 days, but not in the past 30 days <input type="checkbox"/> In the past 365 days, involved in a physical altercation (instigator or participant), but not in the past 30 days
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, left an abusive situation, but no exposure to abuse in the past 180 days <input type="checkbox"/> Most recently attempted, threatened, or actually harmed self or others in the past 365 days, but not in the past 180 days <input type="checkbox"/> 366+ days ago, 4+ involvements in physical alterations
1	<ul style="list-style-type: none"> <input type="checkbox"/> 366+ days ago, 1-3 involvements in physical alterations
0	<ul style="list-style-type: none"> <input type="checkbox"/> Reports no instance of harming self, being harmed, or harming others

G. Involvement in High Risk and/or Exploitive Situations

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • <i>[Observe, don't ask] Any abcesses or track marks from injection substance use?</i> • <i>Does anybody force or trick you to do something that you don't want to do?</i> • <i>Do you ever do stuff that could be considered dangerous like drinking until you pass out outside, or delivering drugs for someone, having sex without a condom with a casual partner, or anything like that?</i> • <i>Do you ever find yourself in situations that may be considered at a high risk for violence?</i> • <i>Do you ever sleep outside? How do you dress and prepare for that? Where do you tend to sleep?</i> 	NOTES

SCORING		YOUTH PREGNANCY
4	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 10+ higher risk and/or exploitive events <input type="checkbox"/> In the past 90 days, left an abusive situation	<input type="checkbox"/> Under the age of 24, and has ever become pregnant
3	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 4-9 higher risk and/or exploitive events <input type="checkbox"/> In the past 180 days, left an abusive situation, but not in the past 90 days	<input type="checkbox"/> Under the age of 24, and has ever gotten someone else pregnant, and wouldn't otherwise score a 4
2	Any of the following: <input type="checkbox"/> In the past 180 days, engaged in 1-3 higher risk and/or exploitive events <input type="checkbox"/> 181+ days ago, left an abusive situation	
1	<input type="checkbox"/> In the past 365 days, any involvement in higher risk and/or exploitive events, but not in the past 180 days	
0	<input type="checkbox"/> In the past 365 days, no involvement in higher risk and/or exploitive events	

H. Interaction with Emergency Services

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How often do you go to emergency rooms? • How many times have you had the police speak to you over the past 180 days? • Have you used an ambulance or needed the fire department at any time in the past 180 days? • How many times have you called or visited a crisis team or a crisis counselor in the last 180 days? • How many times have you been admitted to hospital in the last 180 days? How long did you stay? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; font-weight: bold;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

Note: Emergency service use includes: admittance to emergency room/department; hospitalizations; trips to a hospital in an ambulance; crisis service, distress centers, suicide prevention service, sexual assault crisis service, sex worker crisis service, or similar service; interactions with police for the purpose of law enforcement; interactions with fire service in emergency situations.

SCORING	
4	<input type="checkbox"/> In the past 180 days, cumulative total of 10+ interactions with emergency services
3	<input type="checkbox"/> In the past 180 days, cumulative total of 4-9 interactions with emergency services
2	<input type="checkbox"/> In the past 180 days, cumulative total of 1-3 interactions with emergency services
1	<input type="checkbox"/> Any interaction with emergency services occurred more than 180 days ago but less than 365 days ago
0	<input type="checkbox"/> In the past 365 days, no interaction with emergency services

I. Legal

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Do you have any “legal stuff” going on? • Have you had a lawyer assigned to you by a court? • Do you have any upcoming court dates? Do you think there’s a chance you will do time? • Any involvement with family court or child custody matters? • Any outstanding fines? • Have you paid any fines in the last 12 months for anything? • Have you done any community service in the last 12 months? • Is anybody expecting you to do community service for anything right now? • Did you have any legal stuff in the last year that got dismissed? • Is your housing at risk in any way right now because of legal issues? 	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #c00000; height: 200px;"></div>

SCORING		JUVENILE DELINQUENCY
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines of \$500+ <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of 3+ months (cumulatively), inclusive of any time held on remand 	<ul style="list-style-type: none"> <input type="checkbox"/> The youth is under the age of 18 and has current outstanding legal issue(s) that are likely to result in incarceration
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current outstanding legal issue(s), likely to result in fines less than \$500 <input type="checkbox"/> Current outstanding legal issue(s), likely to result in incarceration of less than 90 days (cumulatively), inclusive of any time held on remand 	<ul style="list-style-type: none"> <input type="checkbox"/> The youth is under the age of 24 and was ever incarcerated while still a minor, and would not otherwise score a 4
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, relatively minor legal issue has occurred and was resolved through community service or payment of fine(s) <input type="checkbox"/> Currently outstanding relatively minor legal issue that is unlikely to result in incarceration (but may result in community service) 	
1	<ul style="list-style-type: none"> <input type="checkbox"/> There are no current legal issues, and any legal issues that have historically occurred have been resolved without community service, payment of fine, or incarceration 	
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has not had any legal issues within the past 365 days, and currently no conditions of release 	

J. Managing Tenancy

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Are you currently homeless? • Have you ever signed a lease? How did that go? • [If the person is housed] Do you have an eviction notice? • [If the person is housed] Do you think that your housing is at risk? • How is your relationship with your neighbors? • How do you normally get along with landlords (or your parents/guardian(s))? • How have you been doing with taking care of your place? 	<p style="text-align: center; margin: 0;">NOTES</p> <div style="border: 1px solid #e91e63; height: 150px; width: 100%;"></div>

Note: Housing matters include: conflict with landlord and/or neighbors, damages to the unit, payment of rent on time and in full. Payment of rent through a third party is not considered to be a short-coming or deficiency in the ability to pay rent.

SCORING		RUNAWAYS
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Currently homeless <input type="checkbox"/> In the next 30 days, will be re-housed or return to homelessness <input type="checkbox"/> In the past 365 days, was re-housed 6+ times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 10+ times with housing matters 	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, ran away from foster home, group home, or parent's home
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the next 60 days, will be re-housed or return to homelessness, but not in next 30 days <input type="checkbox"/> In the past 365 days, was re-housed 3-5 times <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 4-9 times with housing matters 	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, ran away from foster home, group home, or parent's home, but not in the past 90 days
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 2 times <input type="checkbox"/> In the past 180 days, was re-housed 1+ times, but not in the past 60 days <input type="checkbox"/> For the past 90 days, was continuously housed, but not for more than 180 days <input type="checkbox"/> In the past 90 days, support worker(s) have been cumulatively involved 1-3 times with housing matters 	<ul style="list-style-type: none"> <input type="checkbox"/> Ran away from foster home, group home, or parent's home, but not in the past 365 days
1	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, was re-housed 1 time <input type="checkbox"/> For the past 180 days, was continuously housed, with no assistance with housing matters, but not for more than 365 days 	
0	<ul style="list-style-type: none"> <input type="checkbox"/> For the past 365+ days, was continuously housed in same unit, with no assistance with housing matters 	

K. Personal Administration & Money Management

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How are you with taking care of money? • How are you with paying bills on time and taking care of other financial stuff? • Do you have any street debts? • Do you have any drug or gambling debts? • Is there anybody that thinks you owe them money? • Do you budget every single month for every single thing you need? Including cigarettes? Booze? Drugs? • Do you try to pay your rent before paying for anything else? • Are you behind in any payments like child support or student loans or anything like that? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cannot create or follow a budget, regardless of supports provided <input type="checkbox"/> Does not comprehend financial obligations <input type="checkbox"/> Does not have an income (including formal and informal sources) <input type="checkbox"/> Not aware of the full amount spent on substances, if they use substances <input type="checkbox"/> Substantial real or perceived debts of \$1,000+, past due or requiring monthly payments
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Requires intensive assistance to create and manage a budget (including any legally mandated guardian/trustee that provides assistance or manages access to money) <input type="checkbox"/> Only understands their financial obligations with the assistance of a 3rd party <input type="checkbox"/> Not budgeting for substance use, if they are a substance user <input type="checkbox"/> Real or perceived debts of \$999 or less, past due or requiring monthly payments
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, source of income has changed 2+ times <input type="checkbox"/> Budgeting to the best of ability (including formal and informal sources), but still short of money every month for essential needs <input type="checkbox"/> Voluntarily receives assistance creating and managing a budget or restricts access to their own money (e.g. guardian/trusteeship) <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for less than 90 days
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 90 days, but for less than 180 days
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been self-managing financial resources and taking care of associated administrative tasks for at least 180 days

L. Social Relationships & Networks

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • Tell me about your friends, family and other people in your life. How often do you get together or chat? • How do you get along with teachers, doctors, police officers, case workers, and other professionals? • Are there any people in your life that you feel are just using you? • Are there any of your closer friends that you feel are always asking you for money, smokes, drugs, food or anything like that? • Have you ever had people crash at your place that you did not want staying there? • Have you ever been kicked out of where you were living because of something that friends or family did at your place? • Have you ever been concerned about not following your lease agreement because of your friends or family? 	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center;">NOTES</div> <div style="border: 1px solid #e91e63; height: 150px;"></div>

SCORING

4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90 days, left an exploitive, abusive or dependent relationship, or left home due to family violence or conflict over religious or moral differences, including sexual orientation <input type="checkbox"/> Friends, family or other people are placing security of housing at imminent risk, or impacting life, wellness, or safety <input type="checkbox"/> No friends or family and demonstrates no ability to follow social norms <input type="checkbox"/> Currently homeless and would classify most of friends and family as homeless
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the past 90-180 days, left an exploitive, abusive or dependent relationship, or left home due to family violence or conflict over religious or moral differences <input type="checkbox"/> Friends, family or other people are having some negative consequences on wellness or housing stability <input type="checkbox"/> No friends or family but demonstrating ability to follow social norms <input type="checkbox"/> Meeting new people with an intention of forming friendships, or reconnecting with previous friends or family members, but experiencing difficulty advancing the relationship <input type="checkbox"/> Currently homeless, and would classify some of friends and family as being housed, while others are homeless
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than 180 days ago, left an exploitive, abusive or dependent relationship, or left home due to family violence or conflict over religious or moral differences <input type="checkbox"/> Developing relationships with new people but not yet fully trusting them <input type="checkbox"/> Currently homeless, and would classify friends and family as being housed
1	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for less than 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability
0	<ul style="list-style-type: none"> <input type="checkbox"/> Has been housed for at least 180 days, and is engaged with friends or family, who are having no negative consequences on the individual's housing stability

M. Self Care & Daily Living Skills

PROMPTS	CLIENT SCORE: <input style="width: 100px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> • Do you have any worries about taking care of yourself? • Do you have any concerns about cooking, cleaning, laundry or anything like that? • Do you ever need reminders to do things like shower or clean up? • Describe your last apartment. • Do you know how to shop for nutritious food on a budget? • Do you know how to make low cost meals that can result in leftovers to freeze or save for another day? • Do you tend to keep all of your clothes clean? • Have you ever had a problem with mice or other bugs like cockroaches as a result of a dirty apartment? • When you have had a place where you have made a meal, do you tend to clean up dishes and the like before they get crusty? 	NOTES

SCORING	
4	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No insight into how to care for themselves, their apartment or their surroundings <input type="checkbox"/> Currently homeless and relies upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing) on an almost daily basis <input type="checkbox"/> Engaged in hoarding or collecting behavior and is not aware that it is an issue in her/his life
3	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has insight into some areas of how to care for themselves, their apartment or their surroundings, but misses other areas because of lack of insight <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), 14+ days in any 30-day period <input type="checkbox"/> Engaged in hoarding or collecting behavior and is aware that it is an issue in her/his life
2	<p>Any of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully aware and has insight in all that is required to take care of themselves, their apartment and their surroundings, but has not yet mastered the skills or time management to fully execute this on a regular basis <input type="checkbox"/> In the past 180 days, relied upon others to meet basic needs (e.g. access to shelter, showers, toilet, laundry, food, and/or clothing), fewer than 14 days in every 30-day period
1	<ul style="list-style-type: none"> <input type="checkbox"/> In the past 365 days, accessed community resources 4 or fewer times, and is fully taking care of all their daily needs
0	<ul style="list-style-type: none"> <input type="checkbox"/> For the past 365+ days, fully taking care of all their daily needs independently

N. Meaningful Daily Activity

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How do you spend your day? • How do you spend your free time? • Does that make you feel happy/fulfilled? • How many days a week would you say you have things to do that make you feel happy/fulfilled? • How much time in a week would you say you are totally bored? • When you wake up in the morning, do you tend to have an idea of what you plan to do that day? • How much time in a week would you say you spend doing stuff to fill up the time rather than doing things that you love? • Are there any things that get in the way of you doing the sorts of activities you would like to be doing? 	NOTES

SCORING		SCHOOL-AGED YOUTH
4	<input type="checkbox"/> No planned, legal activities described as providing fulfillment or happiness	<input type="checkbox"/> Not enrolled in school and with no planned, legal activities described as providing fulfillment or happiness
3	<input type="checkbox"/> Discussing, exploring, signing up for and/or preparing for new activities or to re-engage with planned, legal activities that used to provide fulfillment or happiness	<input type="checkbox"/> Enrolled in school, but attending class fewer than 3 days per week
2	<input type="checkbox"/> Attempting new or re-engaging with planned, legal activities that used to provide fulfillment or happiness, but uncertain that activities selected are currently providing fulfillment or happiness, or the individual is not fully committed to continuing the activities.	<input type="checkbox"/> Enrolled in school, and attending class 3 days per week
1	<input type="checkbox"/> 1-3 days per week, has planned, legal activities described as providing fulfillment or happiness	<input type="checkbox"/> Enrolled in school and attending class 4 days per week
0	<input type="checkbox"/> 4+ days per week, has planned, legal activities described as providing fulfillment or happiness	<input type="checkbox"/> Enrolled in school and maintaining regular attendance

0. History of Homelessness & Housing

PROMPTS	CLIENT SCORE: <input style="width: 100px;" type="text"/>
<ul style="list-style-type: none"> • How long have they been homeless? • How many times have they been homeless in their life other than this most recent time? • Have they spent any time sleeping on a friend's couch or floor? And if so, during those times did they consider that to be their permanent address? • Have they ever spent time sleeping in a car or alleyway or garage or barn or bus shelter or anything like that? • Have they ever spent time sleeping in an abandoned building? • Were they ever in hospital or jail for a period of time when they didn't have a permanent address to go to when they got out? 	<div style="background-color: #c00000; color: white; text-align: center; padding: 5px;">NOTES</div> <div style="border: 1px solid #c00000; height: 150px; margin-top: 5px;"></div>

SCORING	
4	<input type="checkbox"/> Over the past 10 years, cumulative total of 5+ years of homelessness
3	<input type="checkbox"/> Over the past 10 years, cumulative total of 2+ years but fewer than 5 years of homelessness
2	<input type="checkbox"/> Over the past 4 years, cumulative total of 30+ days but fewer than 2 years of homelessness
1	<input type="checkbox"/> Over the past 4 years, cumulative total of 7+ days but fewer than 30 days of homelessness
0	<input type="checkbox"/> Over the past 4 years, cumulative total of 7 or fewer days of homelessness

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE YOUTH

VERSION 1.0

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
MENTAL HEALTH & WELLNESS AND COGNITIVE FUNCTIONING		
PHYSICAL HEALTH & WELLNESS		
MEDICATION		
SUBSTANCE USE		
EXPERIENCE OF ABUSE AND/OR TRAUMA		
RISK OF HARM TO SELF OR OTHERS		
INVOLVEMENT IN HIGH RISK AND/OR EXPLOITIVE SITUATIONS		
INTERACTION WITH EMERGENCY SERVICES		

SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (SPDAT)

SINGLE YOUTH

VERSION 1.0

Client:	Worker:	Version:	Date:
----------------	----------------	-----------------	--------------

COMPONENT	SCORE	COMMENTS
LEGAL INVOLVEMENT		
MANAGING TENANCY		
PERSONAL ADMINISTRATION & MONEY MANAGEMENT		
SOCIAL RELATIONSHIPS & NETWORKS		
SELF-CARE & DAILY LIVING SKILLS		
MEANINGFUL DAILY ACTIVITIES		
HISTORY OF HOUSING & HOMELESSNESS		
TOTAL		

**ATTACHMENT A
FY 2020-21 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:

Housing Needs and Strategy for Addressing Housing Needs

MSHDA is dedicated to serving the needs of the homeless, very low and extremely low-income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via the on-going efforts:

- designating a homeless preference for county HCV waiting lists;
- designating a disabled preference for county HCV waiting lists;
- 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.
- 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.
- administering the HCV VASH Program in partnership with four VA medical facility sites across the State of Michigan (Battle Creek, Detroit, Saginaw, and Iron Mountain);
- administering Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers;
- administering the Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines an HCV with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care;
- expanding the 2014-2015 Moving-Up Pilot that partners with the Michigan Department of Community Health (MDCH) and provides a resource for previously homeless populations utilizing Permanent Supportive Housing; MSHDA has committed 710 vouchers for this pilot program;
- leveraging 100 vouchers with the Section 811 Project Rental Assistance Program;
- creating a State Innovation Model (SIM) Pilot Program that partners with the Michigan Department of Health and Human Services (MDHHS) to provide housing and supportive services to citizens that have very high utilization levels of emergency departments and emergency services that are also experiencing homelessness. MSHDA has committed up to 200 vouchers for this pilot program;
- administering more than 3,000 Project-Based Vouchers in over 160 developments across the state;
- offering a PBV waiting list preference in select PBV properties for Chronically Homeless, United States Veterans, Homeless Frequent Emergency Department Users with Care Needs, Highly Vulnerable Populations and Supportive Housing Populations;
- implementing a recertification of homelessness at the time of PBV waiting list draw, to ensure the applicant still meets the definition of homelessness;
- administering more than 1,200 Project-Based Vouchers via the Rental Assistance Demonstration (RAD) in 22 properties across the state;
- continuing outreach efforts to find affordable and good quality units for voucher holders;
- identifying when to open and close county waiting lists to maintain up-to-date lists;
- implementing biennial HQS inspections for HCV housing units;
- administering an initiative in partnership with the Michigan Department of Corrections (MDOC) to enhance housing opportunities for persons exiting correctional facilities. MSHDA has allocated up to 200 vouchers for returning citizens that need long-term rental assistance;
- administering the Mainstream Voucher Program in collaboration with the MDHHS. The program provides voucher assistance to non-elderly and disabled households while partnering agencies provide support services based on the individual's needs and MDHHS affiliated program. MSHDA was awarded 99 vouchers from HUD for this program.

- administering the Family Unification Program (FUP) in collaboration with the MDHHS. The program provides voucher assistance to FUP-eligible families and FUP-eligible youth experiencing housing barriers. MSHDA was awarded 81 vouchers from HUD for this program.

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 January 6, 2020, there are 38,405 applicants on the waiting lists. Of these, 34,147 are extremely low income; 3,209 are very low income; and 1,049 are low income. Families with children make up 39% of waiting list applicants; 9% are elderly and 18% 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 disability preference is given for those applicants where the head of household, co-head or spouse are disabled. Verification of disability is obtained upon selection from the waiting list.

A county residency preference is given for those applicants who either live or work in the county and can prove residency through a verified current address or verification from an employer.

A Michigan residency preference is given for those applicants who either live or work in the state of Michigan and can prove residency through a verified current address or verification from an employer.

PBV applicants must apply through the Lead Agency/HARA or property management staff. Referrals are sent directly to the MSHDA contracted Housing Agent for placement on the PBV Waiting List.

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2019 grants)		
a) Public Housing Operating Fund	Not applicable	
b) Public Housing Capital Fund	Not applicable	
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$201,858,454	Section 8 Eligible expenses
d) Community Development Block Grant (CDBG)	Not applicable	
e) HOME	Not applicable	
Other Federal Grants (list below)		
FSS Program	\$ 971,313	FSS Program
Sec 811 Program	\$ 5,516,950	Sec 811 PRA Program
2. Prior Year Federal Grants (unobligated funds only) (list below)	None	
3. Public Housing Dwelling Rental Income	Not applicable	
4. Other income (list below)	None	
5. Non-federal sources (list below)	None	
Total resources	\$208,346,717	

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 Fair Market Rent (FMR). MSHDA will conduct an annual review to determine payment standard 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. Currently, MSHDA has over 1,000 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, 526 MSHDA HCV participants have become homeowners.

Substantial Deviation:

MSHDA defines a substantial deviation from the 5-Year Plan to be a change in its policy, activity or program that redirects MSHDA's mission, goals, or objectives; and/or the addition of new policies, activities or programs not included in the current PHA Plan.

Significant Amendment:

The addition of new policies, activities or programs not included in the current PHA Plan may qualify as a Significant Amendment.

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.

MSHDA provides the Notice of Occupancy Rights under VAWA (HUD 5380) and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD 5382) when a family is denied admission to the program, when a family is admitted to the program and when the family is terminated from the program. In addition, MSHDA has created an Emergency Move Plan for HCV and PBV participants and provides the Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking (HUD 5383) upon request.

4-3A. OVERVIEW

As vouchers become available, families on the waiting list will be selected for assistance in accordance with the policies described in this part. The order in which families receive assistance from the waiting list depends on the selection method chosen by DHC and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

DHC will maintain a clear record of all information required to verify that the family is selected from the waiting list according to DHC's selection policies.

4-3B. SELECTION AND HCV FUNDING SOURCES

1. Special Admissions

HUD may award funding for specifically named families living in specified types of units, e.g., a family that is displaced by demolition of public housing; a family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

If HUD awards DHC funding that is targeted for families living in specified units:

- DHC will use the assistance for eligible families living in these units; and
- DHC may admit such a family that is not already on DHC's waiting list, or without considering the family's current waiting list position.

DHC will maintain separate records of these admissions that demonstrate that the family was admitted with HUD-targeted assistance.

2. Selection Method

DHC will describe the method for selecting applicant families from the waiting list, including the system of admission preferences that DHC will use.

3. Local Preferences

DHC is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits DHC to establish other local preferences, at its discretion. Any local preferences established must be consistent with DHC's Admin Plan and the consolidated plan and must be based on local housing needs and priorities.

DHC will select families from the HCV Tenant Based Waiting List based on the following preferences using a point system:

- Families terminated from DHC's HCV program due to insufficient funding 50 Points
- Families displaced by a natural disaster or government action 30 Points
- Mainstream Disabled 25 Points

Verification of Preference

All preferences will be verified. For example, the preference associated with insufficient funding will be validated through DHC's termination records and notices. Persons claiming displacement by natural disaster or government action will have to provide acceptable government documentation such as FEMA status. Persons claiming MSD classification will be verified for specific program requirements.

The preferences identified below are unique in classification and require specific program referrals. The preference selection is also limited to specific number or annual allocation based on the classification.

The referral applicants with these preferences will be placed on program specific waiting lists with a priority (point) selection based on funding availability following an annual selection of 200 names from the DHC traditional HCV Tenant Based Waiting list. DHC has established a point system to determine applicant selection based on the severity of housing need. Selection from the referral program waiting lists will be identified through the following point system:

- Displacement by DHC: 20 points
- VAWA Victims: 15 points
- Victims of Human Trafficking: 13 points
- Displaced Families with a Child(ren) Six of Younger with Elevated Blood Lead Levels: 12 points
- Homeless and Transitioning from Permanent Supportive Housing: 10 points
- VASH Voucher Holders Transitioning from Permanent Supportive Housing: 5 points

The selection of applicants will follow the order of date and time based on receipt of the completed referral. Based on the uniqueness of the programs and the referral requirement an applicant should be listed on one list. An applicant could be and will remain on the traditional HCV Tenant Based Waiting list.

Local Preference Related to the Mainstream Disabled Voucher Program (MSD Program)

The mainstream disabled program is a target funded program requiring a preference to the tenant-based voucher waiting list for 75 vouchers. A preference is available for up to 75 vouchers to families that include non-elderly, (persons 18 to under 62 years of age at

contract) persons with disabilities. DHC will provide an admission preference to MSD Program-eligible households that are in one or more of the following groups:

- a. Transitioning out of institutional or other segregated settings.
- b. At serious risk of institutionalization.
- c. Currently experiencing Homelessness in Wayne and Macomb County.
- d. Previously experienced homelessness and is a resident of permanent supportive housing or a rapid rehousing project in Wayne and Macomb County.
- e. At risk of experiencing homelessness in Wayne and Macomb County.

A preference does not guarantee program eligibility.

DHC has established partnerships with the following four partners: The Out-Wayne Continuum of Care (Out-Wayne COC), the Detroit Continuum of Care (Detroit COC) the Macomb County Continuum of Care (Macomb COC) and The Information Center (TIC).

DHC will enter an agreement with each of its partners. Each agreement will be established based on the population to be served. The terms and conditions of each agreement must be agreed to and signed by DHC's Executive Director. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any federally protected class under fair housing laws.

The waitlist for this preference will never close.

Local Preference Related to Homelessness and Transitioning from Permanent Supportive Housing

DHC will provide housing assistance with up to 225 vouchers per year through the Housing Choice Voucher Program to eligible persons who are referred for assistance through formal agreements with partnering organizations. All applicants assisted in this category must apply with and be referred to DHC by an agency, organization or consortia, that provides services to the homeless with which DHC has a formal agreement. Each agreement will be established based on the population to be served and the terms and conditions presented to and agreed upon by the Executive Director. DHC has the right to limit the number of partner organizations to insure administrative efficiency. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any Federally protected class under fair housing laws.

In furtherance of its fight against homelessness, a local preference is available for families that "participate in a homeless program" or that are "transitioning from permanent supportive housing" and are referred to DHC by an organization with which DHC has a formal agreement. The waitlists for these categories will never close.

Local Preference Related to VASH Voucher Holders Transitioning from Permanent Supportive Housing

A local preference is available for families receiving VASH assistance who no longer require permanent supportive housing as mutually agreed upon by the adult family members and MSHDA and the area VA Medical Center. The transition from permanent supportive housing requires the family to have participated in the VASH program for the last five years. The family must be referred to DHC by an agency, organization or consortia with which DHC has a formal partnering agreement. The terms and conditions of all agreements will be based on the population to be served. Agreements must be signed by DHC's Executive Director. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any Federally protected class under fair housing laws.

DHC will provide housing assistance under this preference with up to 25 tenant-based vouchers per year through the Housing Choice Voucher Program. All families assisted under this preference must be referred to MSHDA and the area VA Medical Center by an agency, organization or consortia with which DHC has a formal agreement. MSHDA and the area VA Medical Center must jointly approve and refer the family to DHC. DHC will enter formal agreements with MSHDA and the area VA Medical Center. These agreements must be signed by DHC's Executive Director.

This preference will have equal weight to other preferences but will be maintained on waitlist(s) separate from DHC's other HCV waitlists. The waitlist(s) for this preference will never close.

Local Preference – Displacement by DHC:

A resident who is displaced from a DHC-owned public housing property as a result of a failure of a building system, fire, flooding, environmental or other failure beyond DHC's control and where DHC has no suitable, available DHC-owned public housing replacement unit will be eligible for a local preference to receive a voucher from the Housing Choice Voucher Program upon referral by DHC. The preference does not guarantee program eligibility. Applicants will not be referred if alternate public housing accommodations have been offered and refused by the resident. Referral is limited to events where the Executive Director has approved the use of the preference in writing. The preference is limited to 50 vouchers annually. There will be a separate waitlist for this preference. The waitlist will never close.

Local Preference Related to VAWA Victims

DHC will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency, a consortia, the Director of DHC's Resident Services or is seeking an emergency transfer under VAWA from the DHC's public housing program when the

ATTACHMENT A
FY 2020-21 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:

Housing Needs and Strategy for Addressing Housing Needs

MSHDA is dedicated to serving the needs of the homeless, very low and extremely low-income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via the on-going efforts:

- designating a homeless preference for county HCV waiting lists;
- designating a disabled preference for county HCV waiting lists;
- 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.
- 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.
- administering the HCV VASH Program in partnership with four VA medical facility sites across the State of Michigan (Battle Creek, Detroit, Saginaw, and Iron Mountain);
- administering Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers;
- administering the Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines an HCV with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care;
- expanding the 2014-2015 Moving-Up Pilot that partners with the Michigan Department of Community Health (MDCH) and provides a resource for previously homeless populations utilizing Permanent Supportive Housing; MSHDA has committed 710 vouchers for this pilot program;
- leveraging 100 vouchers with the Section 811 Project Rental Assistance Program;
- creating a State Innovation Model (SIM) Pilot Program that partners with the Michigan Department of Health and Human Services (MDHHS) to provide housing and supportive services to citizens that have very high utilization levels of emergency departments and emergency services that are also experiencing homelessness. MSHDA has committed up to 200 vouchers for this pilot program;
- administering more than 3,000 Project-Based Vouchers in over 160 developments across the state;
- offering a PBV waiting list preference in select PBV properties for Chronically Homeless, United States Veterans, Homeless Frequent Emergency Department Users with Care Needs, Highly Vulnerable Populations and Supportive Housing Populations;
- implementing a recertification of homelessness at the time of PBV waiting list draw, to ensure the applicant still meets the definition of homelessness;
- administering more than 1,200 Project-Based Vouchers via the Rental Assistance Demonstration (RAD) in 22 properties across the state;
- continuing outreach efforts to find affordable and good quality units for voucher holders;
- identifying when to open and close county waiting lists to maintain up-to-date lists;
- implementing biennial HQS inspections for HCV housing units;
- administering an initiative in partnership with the Michigan Department of Corrections (MDOC) to enhance housing opportunities for persons exiting correctional facilities. MSHDA has allocated up to 200 vouchers for returning citizens that need long-term rental assistance;
- administering the Mainstream Voucher Program in collaboration with the MDHHS. The program provides voucher assistance to non-elderly and disabled households while partnering agencies provide support services based on the individual's needs and MDHHS affiliated program. MSHDA was awarded 99 vouchers from HUD for this program.

- administering the Family Unification Program (FUP) in collaboration with the MDHHS. The program provides voucher assistance to FUP-eligible families and FUP-eligible youth experiencing housing barriers. MSHDA was awarded 81 vouchers from HUD for this program.

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 January 6, 2020, there are 38,405 applicants on the waiting lists. Of these, 34,147 are extremely low income; 3,209 are very low income; and 1,049 are low income. Families with children make up 39% of waiting list applicants; 9% are elderly and 18% 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 disability preference is given for those applicants where the head of household, co-head or spouse are disabled. Verification of disability is obtained upon selection from the waiting list.

A county residency preference is given for those applicants who either live or work in the county and can prove residency through a verified current address or verification from an employer.

A Michigan residency preference is given for those applicants who either live or work in the state of Michigan and can prove residency through a verified current address or verification from an employer.

PBV applicants must apply through the Lead Agency/HARA or property management staff. Referrals are sent directly to the MSHDA contracted Housing Agent for placement on the PBV Waiting List.

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2019 grants)		
a) Public Housing Operating Fund	Not applicable	
b) Public Housing Capital Fund	Not applicable	
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$201,858,454	Section 8 Eligible expenses
d) Community Development Block Grant (CDBG)	Not applicable	
e) HOME	Not applicable	
Other Federal Grants (list below)		
FSS Program	\$ 971,313	FSS Program
Sec 811 Program	\$ 5,516,950	Sec 811 PRA Program
2. Prior Year Federal Grants (unobligated funds only) (list below)	None	
3. Public Housing Dwelling Rental Income	Not applicable	
4. Other income (list below)	None	
5. Non-federal sources (list below)	None	
Total resources	\$208,346,717	

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 Fair Market Rent (FMR). MSHDA will conduct an annual review to determine payment standard 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. Currently, MSHDA has over 1,000 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, 526 MSHDA HCV participants have become homeowners.

Substantial Deviation:

MSHDA defines a substantial deviation from the 5-Year Plan to be a change in its policy, activity or program that redirects MSHDA's mission, goals, or objectives; and/or the addition of new policies, activities or programs not included in the current PHA Plan.

Significant Amendment:

The addition of new policies, activities or programs not included in the current PHA Plan may qualify as a Significant Amendment.

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.

MSHDA provides the Notice of Occupancy Rights under VAWA (HUD 5380) and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (HUD 5382) when a family is denied admission to the program, when a family is admitted to the program and when the family is terminated from the program. In addition, MSHDA has created an Emergency Move Plan for HCV and PBV participants and provides the Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking (HUD 5383) upon request.

4-3A. OVERVIEW

As vouchers become available, families on the waiting list will be selected for assistance in accordance with the policies described in this part. The order in which families receive assistance from the waiting list depends on the selection method chosen by DHC and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

DHC will maintain a clear record of all information required to verify that the family is selected from the waiting list according to DHC's selection policies.

4-3B. SELECTION AND HCV FUNDING SOURCES

1. Special Admissions

HUD may award funding for specifically named families living in specified types of units, e.g., a family that is displaced by demolition of public housing; a family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

If HUD awards DHC funding that is targeted for families living in specified units:

- DHC will use the assistance for eligible families living in these units; and
- DHC may admit such a family that is not already on DHC's waiting list, or without considering the family's current waiting list position.

DHC will maintain separate records of these admissions that demonstrate that the family was admitted with HUD-targeted assistance.

2. Selection Method

DHC will describe the method for selecting applicant families from the waiting list, including the system of admission preferences that DHC will use.

3. Local Preferences

DHC is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits DHC to establish other local preferences, at its discretion. Any local preferences established must be consistent with DHC's Admin Plan and the consolidated plan and must be based on local housing needs and priorities.

DHC will select families from the HCV Tenant Based Waiting List based on the following preferences using a point system:

- Families terminated from DHC's HCV program due to insufficient funding 50 Points
- Families displaced by a natural disaster or government action 30 Points
- Mainstream Disabled 25 Points

Verification of Preference

All preferences will be verified. For example, the preference associated with insufficient funding will be validated through DHC's termination records and notices. Persons claiming displacement by natural disaster or government action will have to provide acceptable government documentation such as FEMA status. Persons claiming MSD classification will be verified for specific program requirements.

The preferences identified below are unique in classification and require specific program referrals. The preference selection is also limited to specific number or annual allocation based on the classification.

The referral applicants with these preferences will be placed on program specific waiting lists with a priority (point) selection based on funding availability following an annual selection of 200 names from the DHC traditional HCV Tenant Based Waiting list. DHC has established a point system to determine applicant selection based on the severity of housing need. Selection from the referral program waiting lists will be identified through the following point system:

- Displacement by DHC: 20 points
- VAWA Victims: 15 points
- Victims of Human Trafficking: 13 points
- Displaced Families with a Child(ren) Six of Younger with Elevated Blood Lead Levels: 12 points
- Homeless and Transitioning from Permanent Supportive Housing: 10 points
- VASH Voucher Holders Transitioning from Permanent Supportive Housing: 5 points

The selection of applicants will follow the order of date and time based on receipt of the completed referral. Based on the uniqueness of the programs and the referral requirement an applicant should be listed on one list. An applicant could be and will remain on the traditional HCV Tenant Based Waiting list.

Local Preference Related to the Mainstream Disabled Voucher Program (MSD Program)

The mainstream disabled program is a target funded program requiring a preference to the tenant-based voucher waiting list for 75 vouchers. A preference is available for up to 75 vouchers to families that include non-elderly, (persons 18 to under 62 years of age at

contract) persons with disabilities. DHC will provide an admission preference to MSD Program-eligible households that are in one or more of the following groups:

- a. Transitioning out of institutional or other segregated settings.
- b. At serious risk of institutionalization.
- c. Currently experiencing Homelessness in Wayne and Macomb County.
- d. Previously experienced homelessness and is a resident of permanent supportive housing or a rapid rehousing project in Wayne and Macomb County.
- e. At risk of experiencing homelessness in Wayne and Macomb County.

A preference does not guarantee program eligibility.

DHC has established partnerships with the following four partners: The Out-Wayne Continuum of Care (Out-Wayne COC), the Detroit Continuum of Care (Detroit COC) the Macomb County Continuum of Care (Macomb COC) and The Information Center (TIC).

DHC will enter an agreement with each of its partners. Each agreement will be established based on the population to be served. The terms and conditions of each agreement must be agreed to and signed by DHC's Executive Director. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any federally protected class under fair housing laws.

The waitlist for this preference will never close.

Local Preference Related to Homelessness and Transitioning from Permanent Supportive Housing

DHC will provide housing assistance with up to 225 vouchers per year through the Housing Choice Voucher Program to eligible persons who are referred for assistance through formal agreements with partnering organizations. All applicants assisted in this category must apply with and be referred to DHC by an agency, organization or consortia, that provides services to the homeless with which DHC has a formal agreement. Each agreement will be established based on the population to be served and the terms and conditions presented to and agreed upon by the Executive Director. DHC has the right to limit the number of partner organizations to insure administrative efficiency. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any Federally protected class under fair housing laws.

In furtherance of its fight against homelessness, a local preference is available for families that "participate in a homeless program" or that are "transitioning from permanent supportive housing" and are referred to DHC by an organization with which DHC has a formal agreement. The waitlists for these categories will never close.

Local Preference Related to VASH Voucher Holders Transitioning from Permanent Supportive Housing

A local preference is available for families receiving VASH assistance who no longer require permanent supportive housing as mutually agreed upon by the adult family members and MSHDA and the area VA Medical Center. The transition from permanent supportive housing requires the family to have participated in the VASH program for the last five years. The family must be referred to DHC by an agency, organization or consortia with which DHC has a formal partnering agreement. The terms and conditions of all agreements will be based on the population to be served. Agreements must be signed by DHC's Executive Director. DHC will not accept referrals from an agency, organization or consortia that denies its services to members of any Federally protected class under fair housing laws.

DHC will provide housing assistance under this preference with up to 25 tenant-based vouchers per year through the Housing Choice Voucher Program. All families assisted under this preference must be referred to MSHDA and the area VA Medical Center by an agency, organization or consortia with which DHC has a formal agreement. MSHDA and the area VA Medical Center must jointly approve and refer the family to DHC. DHC will enter formal agreements with MSHDA and the area VA Medical Center. These agreements must be signed by DHC's Executive Director.

This preference will have equal weight to other preferences but will be maintained on waitlist(s) separate from DHC's other HCV waitlists. The waitlist(s) for this preference will never close.

Local Preference – Displacement by DHC:

A resident who is displaced from a DHC-owned public housing property as a result of a failure of a building system, fire, flooding, environmental or other failure beyond DHC's control and where DHC has no suitable, available DHC-owned public housing replacement unit will be eligible for a local preference to receive a voucher from the Housing Choice Voucher Program upon referral by DHC. The preference does not guarantee program eligibility. Applicants will not be referred if alternate public housing accommodations have been offered and refused by the resident. Referral is limited to events where the Executive Director has approved the use of the preference in writing. The preference is limited to 50 vouchers annually. There will be a separate waitlist for this preference. The waitlist will never close.

Local Preference Related to VAWA Victims

DHC will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who has either been referred by a partnering service agency, a consortia, the Director of DHC's Resident Services or is seeking an emergency transfer under VAWA from the DHC's public housing program when the

Public Posting of 30-Day Application Deadlines

In the FY2021 CoC competition, the Detroit CoC had different application deadlines for renewal projects, CoC bonus applications, and DV bonus applications. All deadlines were at least 30 days prior to the CoC application submission deadline. Guidance from HUD for this year's competition instructed the CoC to enter the latest of these deadlines for our response to question 1E-1 in the application. This latest date was 9/21/2021. This documentation demonstrates that all application deadline dates were communicated via the following means, and at least 30 days prior to the close of the competition:

Renewal Project Applications Submission Deadlines

Materials for renewal project applications were due to the Collaborative Applicant on June 17, 2021. This was communicated to all renewing agencies via this email sent on May 5, 2021.

May 17th: Meeting for FY2021 CoC Renewal Projects

Amanda Sternberg

To: agood@alternativesforgirls.org; cthomas@alternativesforgirls.org; crayford@alternativesforgirls.org; ccumcac@aol.com; aelster@casscommunity.org; egeorge@casscommunity.org; js1@chscinc.org; MN1@chscinc.org; CN1@chscinc.org; cjohnson@cotsdetroit.org; sjohnson@cotsdetroit.org; amorrell@cotsdetroit.org; CGRIFFIN@cotsdetroit.org; dsimmons@cotsdetroit.org; kfarrow@centralcityhealth.com; mmonette@centralcityhealth.com; draudi@drmm.org; amoore@drmm.org; bwillis@drmm.org; ljstingl@ameritech.net; dtownsend@drmm.org; dowens@drmm.org; jwhite1@dwhn.org; tjones@dwmha.com; edoeh1@dwmha.com; tjames@dwmha.com; Imccain@develctrs.org; cliesman@develctrs.org; nwade@develctrs.org; ddrennan@freedomhousedetroit.org; evasquez@freedomhousedetroit.org; Tasha Gray; Kaitie Giza; Kiana Harrison; dave.sampson@marinersinn.org; svanevery@marinersinn.org; cjackson@marinersinn.org

Cc: Jasmine Morgan

You forwarded this message on 5/11/2021 5:40 PM.
This message was sent with High importance.

Documents to Prep for FY21 CoC renewals.pdf
161 KB

Hello,

Please review the message below for important information on the upcoming FY2021 Continuum of Care (CoC) competition:

- Monday, May 17, from 2:00 – 4:00 PM:** All agencies applying for *renewal* funding in the upcoming FY2021 CoC competition are **strongly encouraged** to attend this virtual meeting (Zoom link is [here](#)) where we will cover in detail the renewal project application materials, scoring criteria, and deadlines. This meeting will be recorded for later viewing if you are not able to be there on the 17th, however, it is highly recommended a representative from your organization attend on the 17th. Again, the Zoom link for this meeting is [here](#). All agencies currently receiving FY2020 CoC funding should attend this meeting. Even though you may not yet have your final FY2020 CoC grant agreement, you will need to apply for renewal funding in the FY2021 funding round for continued funding for your projects.
- The May 17th meeting will cover *renewal project applicants* only. A separate meeting will be held on a different date (details to be announced) for agencies that would like to apply for new or new expansion funding.
- Contacts:** Review the individuals in the "to" section of this message. If there are people at your organization be added/removed as a contact, let me know. This is the distribution list that will be used in the coming months to communicate information related to the CoC competition.
- All CoC competition related materials will be posted to HAND's website in the coming days. You are encouraged to "bookmark" this site for easy reference: <https://www.handetroit.org/continuum-of-care-funding>

Upcoming deadlines:
The following dates are provided to help you plan accordingly. As always, this timeline may be subject to change pending the receipt of additional information from HUD:

- May 17:** Meeting for renewal project applicants
- June 17:** Renewal Project application materials due (including PSH policies if your agency chooses to resubmit policies that were submitted in 2020)
- June – July:** Review of renewal projects
- August (tentative):** Appeals process
- August (tentative):** eSNAPS entry
- September (tentative):** Final project ranking list determined and projects submitted to HUD

Document Prep List
To assist agencies with gathering documents that are due on June 17, the attached PDF provides a list of attachments that will be required with the project applications. This list is provided in order to assist agencies with gathering these documents now, so that you have them at hand when the application materials need to be submitted on June 17.

PSH Policies
I will be reaching out to PSH providers individually regarding your opportunity to re-submit the policies that had been submitted in 2020, but have not yet been reviewed. Please be on the look out for another email from me regarding this.

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

New Project Application Submission Deadlines


Due to the cancellation of the FY2020 competition, and challenges in receiving sufficient quality new project applications, the Detroit CoC held a total of three application rounds for new project applications. All deadlines for these applications were prior to the 30-day CoC application submission deadline, as demonstrated below.

Due Dates for New Project Applications: Round 1

The CoC held a total of three funding rounds for new project applications in FY2021. Round 1 was held when it was still unclear if there would be an FY2020 competition. The deadline for Round 1 applications was January 8, 2021, and was communicated publicly on November 10, 2020 as evidenced by this posting in the CoC Lead Agency's e-newsletter:

From: Homeless Action Network of Detroit <k.kimberly@handetroit.org>
Sent: Tuesday, November 10, 2020 12:11 PM
To: Amanda Sternberg
Subject: November - HAND Newsletter

November 10, 2020 The Official Newsletter of the Detroit Continuum of Care



RFP for New or Expansion Projects

The Detroit Continuum of Care (CoC) is pleased to release a [Request for Proposals \(RFP\)](#) for agencies interested in applying for new or expansion CoC funding. Agencies interested in applying should review the RFP carefully. Applications are due to HAND by 12:00 PM on January 8, 2021. Applications will be considered for the following types of projects:

- New or Expansion Permanent Supportive Housing (PSH)
- New or Expansion Rapid Rehousing (RRH), including RRH targeted to persons fleeing domestic violence or human trafficking
- New or Expansion Coordinated Entry Supportive Services only (CE-SSO)

Informational webinar
Prospective applicants are *strongly encouraged* to attend an informational webinar about the RFP from 2:00 – 4:00 PM on November 16. Registration for this webinar is [here](#).


Additional details on this RFP, and the application forms, made be found on HAND's website [here](#). For more information, please contact Amanda Sternberg at amanda@handetroit.org or 313-969-1882.

Due Dates for New Project Applications: Round 2

Following notice of the cancellation of the FY2020 CoC competition, the Detroit CoC held a second application round for new project funding. The deadline for Round 2 applications was June 25, 2021, and was communicated publicly on May 28, 2021 as evidenced by this posting in the CoC Lead Agency's e-newsletter:

From: Homeless Action Network of Detroit <kimberly@handetroit.org>
Sent: Friday, May 28, 2021 2:31 PM
To: Amanda Sternberg
Subject: Reminder: Detroit Continuum of Care Biweekly Newsletter Amanda

May 20th, 2021 [View as Webpage](#)



THE OFFICIAL NEWSLETTER
of the *Detroit Continuum of Care*

CAM (313) 305-0311 Hours: M-F 9:00am - 6:00pm, Sat 10:00am-3:00pm, Sun Closed

|| Funding Opportunity for New ||
Continuum of Care Programming for FY2021

The Continuum of Care (CoC) is accepting applications for new project funding in the upcoming FY2021 CoC competition for the following types of projects: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Coordinated Entry SSO (CE-SSO). The CoC will also consider applications for new RRH projects specifically targeted to persons fleeing Domestic Violence/Human Trafficking.



The full Request for Proposals (RFP) and application forms are posted to HAND's website [here](#). There is also a recorded webinar that reviews the new project RFP. Interested applicants are strongly encouraged to view this [webinar](#).

New project applications are due by 12:00 PM on June 25, 2021. If you have any questions please contact Amanda Sternberg at amanda@handetroit.org.

Due Dates for New Project Applications: Round 3

Because the CoC did not receive sufficient quality new project applications to fully utilize all our DV Bonus funding, a third application round was held for new DV Bonus projects. The deadline for Round 3 applications was October 11, 2021, and was communicated publicly on September 21, 2021 as evidenced by this posting in the CoC Lead Agency's e-newsletter:

From: Homeless Action Network of Detroit <kimberly@handetroit.org>
Sent: Tuesday, September 21, 2021 10:35 AM
To: Amanda Sternberg
Subject: Detroit Continuum of Care Biweekly Newsletter Amanda



Detroit CoC Accepting Applications for
**Projects to Serve People Fleeing Domestic
Violence/Human Trafficking**



The Detroit Continuum of Care (CoC) has \$4.5 million in CoC funding to support projects serving people who are fleeing domestic violence/human trafficking, and is accepting applications for this funding. Applications will be accepted to fund new projects (projects that do not currently receive CoC funding) or expansion projects (projects that do currently receive CoC funding). Applications will be considered for the following project types: Rapid Rehousing (RRH), Joint Component Transitional Housing and Rapid Rehousing (TH-RRH) or Coordinated Entry Supportive Services Only (CE-SSO).

Applications are due by **12:00 pm on October 11, 2021**.

An informational webinar will be held at *1:00 pm on September 27, 2021* to review this opportunity in greater detail. Registration for this webinar is [here](#).

The full Request for Proposals (RFP) may be found [here](#). Individual application forms for this funding may be found on HAND's website [here](#).

For more information please contact Amanda Sternberg at amanda@handetroit.org or 313-969-1882.



**Detroit Continuum of Care
FY2021 HUD Continuum of Care Funding Competition Renewal
Application and Evaluation Policies and Procedures
and Application Form**

Renewal Project Application Due Date: **June 17, 2021**

TABLE OF CONTENTS	
SECTION	PAGES
I. Background and Due Dates	2
II. FY2020 Continuum of Care Competition Awards	2
III. FY2021 CoC Application Timeline	2 - 3
IV. Renewal Project Eligibility	3
V. Audits and Funder Monitoring Reports	3 - 4
VI. Renewal Project Threshold Scoring & Project Ranking	4
VII. Summary of Changes to Renewal Project Scoring Criteria	4
VIII. Renewal Project Scoring	5 - 19
IX. Additional Evaluation Protocol	19 - 22
X. Possible Future Evaluation Criteria	22 - 23
XI. Additional Policies and Resources	23
XII. Material Submission Instructions	23
XIII. Contact Information	23
Application Form	24
Appendix A: Policy Submission Requirements and Scoring	42 - 47
Appendix B: Renewal Project Spending	48 - 49
Appendix C: HMIS APRs to Submit	50 - 52
Appendix D: Projects Included in HMIS Review	53 - 58
Appendix E: Substantiated Grievance Scoring Scale	59

I. Background and Due Dates

As the Collaborative Applicant for the Detroit Continuum of Care (CoC), the Homeless Action Network of Detroit (HAND) manages the decision-making and application process for the FY2021 HUD Continuum of Care Homeless Assistance Funding application. HUD requires Continuums of Care (CoC) develop a process to determine whether projects eligible for renewal are (1) performing satisfactorily and (2) effectively addressing the needs for which they were designed.

This packet contains information about the process to be used for the FY2021 funding competition for renewal projects. Currently funded Continuum of Care (CoC) projects not being reallocated and expiring in calendar year 2022 must request renewal funding in the FY2021 funding process.

The information presented here has been developed before the release of HUD's Notice of Funding Opportunity (NOFO)*. Therefore, the information presented here is subject to change depending upon the content of the NOFO. All information and materials may also be found on HAND's website at www.handetroit.org/continuum-of-care-funding.

A webinar will be held on **May 17, 2021 at 2:00 pm** for current Detroit CoC grantees. Registration for the webinar is [here](#). All current CoC grantees are strongly encouraged to participate on this webinar. The webinar will be recorded and posted to HAND's website for later viewing.

Renewal project application materials are due to HAND by June 17, 2021.

II. FY2020 Continuum of Care Competition Awards

Due to the COVID-19 pandemic, the FY2020 CoC competition was canceled by HUD. All grantees were automatically renewed for one year of funding. A list of these projects awarded funding may be accessed at <https://www.handetroit.org/continuum-of-care-application-archives>.

III. FY2021 CoC Renewal Project Application Timeline

The timeline below is subject to change upon the release of the FY2021 NOFO or other developments. Significant changes to the timeline will be communicated via email and posted to HAND's website at www.handetroit.org/continuum-of-care-funding.

MAY	
May 3	May CoC Board meeting <ul style="list-style-type: none">• CoC Board approved renewal project evaluation criteria
May 17	Webinar for renewal project applicants at 2:00 pm <ul style="list-style-type: none">• Registration link is here.• Attendance strongly encouraged, will be recorded
May 19	Webinar for potential new project applicants at 9:30 am <ul style="list-style-type: none">• Registration link is here.• Attendance strongly encouraged, will be recorded

* Notice of Funding Opportunity (NOFO) replaces the previously used title Notice of Funding Availability (NOFA)

JUNE	
June 7	<ul style="list-style-type: none"> • CoC Board will be asked to vote to approve FY2021 Project Priority Ranking & Reallocation Policies
June 17	<p>Renewal application materials due</p> <ul style="list-style-type: none"> • See application checklist later in this packet for specific information on what must be submitted and method of submission
June 25	<p>New Project applications due</p> <ul style="list-style-type: none"> • Details to be provided in new project application Request for Proposals
JULY	
Mid-July (tentative)	Renewal Project Application Scoring completed
Late July	Appeals Due: Specific due date will be communicated to applicants
AUGUST	
Early – Mid August	Review of, and decision made, on appeals
Throughout August	Project entry into eSNAPS
SEPTEMBER	
Throughout month	eSNAPS project entry
Mid-September	Final project ranking list developed and approved by CoC Board
Late September (tentative)	Renewal project applications submitted to HUD

IV. 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 be submitted for renewal if under threshold score.
- 3) Meet the HUD application deadlines (ie, entry into eSNAPS) set by HAND.
- 4) Projects required by HAND to participate in technical assistance processes in previous competition years must be in compliance with requirements in the projects' technical assistance plan.
- 5) Meet all HUD eligibility criteria, as outlined in the FY2021 CoC Program NOFO (to be released), the July 2012 CoC Program Interim HEARTH Regulations, and other official documents published by HUD.

Renewal funding is not guaranteed. It is currently unknown if funds available in the FY2021 competition will be sufficient to fund all renewal projects. CoC projects not being reallocated and having current grant terms expiring in calendar year 2022 are eligible to submit their application to the Collaborative Applicant for renewal funding.

V. Audits and Funder Monitoring Reports

All projects seeking renewal funding will be required to submit the following:

- Organization's most recent financial audit, including the most recent A-133 audit, if applicable.
- HUD monitoring reports, or communication regarding clearing monitoring findings from prior monitoring, received from HUD from January 2020 to March 2021.
- Monitoring reports and additional applicable documentation from the City of Detroit for ESG/CDBG homeless program monitoring conducted from January 2020 to March 2021.

These audits and monitoring reports will be reviewed. Any outstanding items will result in a deduction of points from the overall project score. "Outstanding" means no corrective action plan submitted, or the corrective action plan submitted was not accepted. See **Section VIII** for scoring details.

If the CoC is made aware of outstanding audit findings other than what is given in the submitted documents (such as findings from another funder, the Office of Inspector General, etc) the CoC may take the results of that report into consideration as well. The CoC reserves the right to not fund renewal or new projects in the event of significant concerns regarding an organization's financial capacity.

VI. Renewal Project Threshold Scoring & Project Ranking

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

The CoC is required to prioritize and rank all projects seeking funding in the FY2021 CoC funding competition. The CoC Board is currently scheduled to vote to approve the FY2021 CoC Project Priority Ranking and Reallocation policies at its June 7, 2021 board meeting. Once finalized, the policies will be posted to: www.handetroit.org/continuum-of-care-funding.

VII. Summary of Changes to Renewal Project Scoring Criteria

Below is a summary of the significant changes to project scoring criteria from the FY2020 to the FY2021 competitions.

Changes for PSH include:

- Changed scoring scale for component 2A.
- Added fifth date for project utilization rates for component 2B
- Reincorporated PSH policy review (component 2E)

Changes for RRH, TH-RRH, and TH Include:

- Changed scoring scale for components 1C and 1D
- Changed scoring scale for component 2A
- Added fifth date for project utilization rates for component 2B
- New scored component 2E

Changes for CE-SSO Include:

- Slightly modified components 7D and 7J

Changes for HMIS include:

- Modified component 8

Changes for all projects

- Changed scoring scale for component 3
- Negative points for substantiated grievances against a non-CoC funded project may impact CoC project score

VIII. 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 following pages. New/modified elements from FY2020 are in **red**.

	PSH	RRH	TH-RRH	TH (FH = Freedom House)	HMIS	CE-SSO (CHS only)	CE-SSO (SWCS only)
Component #1: Income & Employment							
(A) Leavers w/cash income	5	7	7	7 (FH excluded)	N/A	N/A	N/A
(B) Leavers w/non-cash benefits	5	5	5	5 (FH excluded)	N/A	N/A	N/A
(C) Leavers w/earned income	3	5	5	5 (FH excluded)	N/A	N/A	N/A
(D) Leavers w/increase in total income	2	3	3	3 (FH excluded)	N/A	N/A	N/A
(E) Stayers with health insurance	2	N/A	N/A	N/A	N/A	N/A	N/A
(F) ESL Skill Development	N/A	N/A	N/A	7 (FH only)	N/A	N/A	N/A
(G) Work Readiness and Skill Development	N/A	N/A	N/A	7 (FH only)	N/A	N/A	N/A
(H) Leavers with Employment	N/A	N/A	N/A	6 (FH only)	N/A	N/A	N/A
Component #1 Sub-Total	17 (13%)	20 (18%)	20 (19%)	20 (19%)	N/A	N/A	N/A
Component #2: Housing Performance							
(A) Housing Retention or Exit to Perm Housing	30	35	35	35	N/A	N/A	N/A
(B) Utilization Rates	10	10	10	10	N/A	N/A	N/A
(C) Service Staff and Program Availability	3	N/A	N/A	N/A	N/A	N/A	N/A
(D) Facilitation and Tracking of Referrals	2	N/A	N/A	N/A	N/A	N/A	N/A
(E) Policy Review	18	3	3	3	N/A	N/A	N/A
Informational Only: Evictions and Terminations	Info only	Info only	Info only	Info only	N/A	N/A	N/A
Component #2 Sub-Total	63 (50%)	48 (43%)	48 (46%)	48 (46%)	N/A	N/A	N/A
Component #3: Financial Performance							
(A) Grant Amount Expended	8	8	8	8	8	8	8
(B) Negative Points for Outstanding Findings	Possible negative points for outstanding findings						
Component #3 Sub-Total	8 (6%)	8 (7%)	8 (8%)	8 (8%)	8 (9%)	8 (13%)	8 (9%)
Component #4: HMIS							
(A) Agency Admin Mtg Attend	3	3	3	3	N/A	3	3
(B) UDE Completion	6	6	6	6	N/A	6	6
(C) Known Exit Destinations	6	6	6	6	N/A	6	6
(D) 2021 HIC Submission	5	5	5	5	N/A	5	5
Component #4 Sub-Total	20 (16%)	20 (18%)	20 (19%)	20 (19%)	N/A	20 (33%)	20 (24%)
Component #5: Consumer Participation							
(A) Consumer participation	5	5	5	5	5	5	5
(B) Tenant Satisfaction (PSH only)	3	N/A	N/A	N/A	N/A	N/A	N/A
(C) Client Feedback Incorporation	Info only	Info only	Info only	Info only	Info only	Info only	Info only

	PSH	RRH	TH-RRH	TH (FH = Freedom House)	HMIS	CE-SSO (CHS only)	CE-SSO (SWCS only)
(D) Negative Points for Substantiated Grievances	Range of negative points possible for substantiated grievances						
Component #5 Sub-Total	8 (6%)	5 (5%)	5 (5%)	5 (5%)	5 (6%)	5 (8%)	5 (6%)
Component #6: CAM Participation							
(A) Referral Outcome Reporting	2	2	2	2	N/A	N/A	N/A
(B) New Client Entries	2	2	2	2	N/A	N/A	N/A
(C) Housing Move-in Date Completion	6	6	N/A	N/A	N/A	N/A	N/A
(D) HMIS Lead Agency staff generating reports from HMIS to support CAM process	N/A	N/A	N/A	N/A	2	N/A	N/A
(E) HMIS Lead Agency staff providing CAM-specific HMIS training	N/A	N/A	N/A	N/A	2	N/A	N/A
(F) HMIS Lead Agency staff providing customized HMIS reports to support CAM	N/A	N/A	N/A	N/A	2	N/A	N/A
Component #6 Sub-Total	10 (8%)	10 (9%)	4 (4%)	4 (4%)	6 (7%)	N/A	N/A
Component #7: CAM Lead Agency and Implementing Partner Only							
(A) Client Satisfaction with Access Points	N/A	N/A	N/A	N/A	N/A	N/A	4
(B) UDE Completion for Referrals to Shelter	N/A	N/A	N/A	N/A	N/A	N/A	4
(C) PSH Packet Submissions for Completed Navigation Appointments	N/A	N/A	N/A	N/A	N/A	8	N/A
(D) Accurate Submission of PSH Packets	N/A	N/A	N/A	N/A	N/A	8	8
(E) Accuracy of HCV Apps Submitted by CAM Nav.	N/A	N/A	N/A	N/A	N/A	8	8
(F) Client Satisfaction with Navigation	N/A	N/A	N/A	N/A	N/A	4	4
(G) Timeliness of RRH Vacancy Requests Filled	N/A	N/A	N/A	N/A	N/A	N/A	6
(H) Timeliness of PSH Vacancy Requests Filled	N/A	N/A	N/A	N/A	N/A	N/A	6
(I) PSH Prioritization List	N/A	N/A	N/A	N/A	N/A	N/A	10
(J) Quarterly Data Reports to Board	N/A	N/A	N/A	N/A	N/A	N/A	2
Component #7 Sub-Total	N/A	N/A	N/A	N/A	N/A	28 (46%)	52 (61%)
Component #8: HMIS Lead Only							
Proportional Points from CoC Application	N/A	N/A	N/A	N/A	70	N/A	N/A
Component #8 Sub-Total	N/A	N/A	N/A	N/A	70 (79%)	N/A	N/A
GRAND TOTAL OF TOTAL POINTS POSSIBLE	126	111	105	105	89	61	85

Weighting of Evaluation Components

Percentages in parenthesis in the chart above indicate the proportion the component is worth for the given project type. Not all evaluation components are weighted equally for each project type due variation in the total number of evaluation components applicable to a project type. Additionally, within project types there may be an individual project for which an evaluation component does not apply, resulting in those points being removed from the total number of points that project can earn, further changing how the components are weighted.

Deducting Points for Late, Incomplete, or Incorrect Submissions

Points will be deducted from the application score for late, incomplete, or incorrect submissions. Three (3) points per late/incomplete/incorrect item will be deducted. Missing or incorrect items must be corrected; however, points will still be deducted for late/incorrect submissions. If, after the points are deducted, the project score is less than 70%, the project will need to submit an appeal to be considered for placement on the project ranking list.

The number of items required for submission will vary from project to project. Projects should carefully review the submission checklist on page 24 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.

Outstanding Assessment Invoices

Agencies with an outstanding balance on HUD assessments due to HAND by the time the application is due to HUD will not have their renewal project application(s) submitted to HUD for funding via eSNAPS.

COMPONENT #1: Mainstream Resources & Employment

Value = 17 to 20 points total, depending on project type

Reporting Period: 1/1/2020 – 12/31/2020; Data Source: CYAPR

Applies To: PSH, RRH, TH-RRH, and TH (excluding Freedom House)

	Scoring Range and Points Possible
<p>(A) <u>Leavers with Any Cash Income (5 to 7 points depending on project type)</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>	<p><u>PSH</u></p> <ul style="list-style-type: none"> • 65% - 100%: 5 • 40% - 64%: 3 • Below 40%: 0 <p><u>RRH, TH-RRH, & TH</u></p> <ul style="list-style-type: none"> • 70% - 100%: 7 • 60% - 69%: 5 • 50% - 59%: 3 • Below 50%: 0
<p>(B) <u>Leavers with Any Non-Cash Benefits (5 points)</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 food stamps, other TANF benefits, or health insurance (including Medicaid/Medicare).</p>	<p><u>PSH, RRH, TH-RRH, & TH</u></p> <ul style="list-style-type: none"> • 85% - 100%: 5 • 60% - 84%: 3 • Below 60%: 0
<p>(C) <u>Leavers with Earned Income/Employment (3 to 5 points depending on project type)</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>PSH</u></p> <ul style="list-style-type: none"> • 10% - 100%: 3 • 5% - 9%: 1 • Below 5%: 0 <p><u>RRH, TH-RRH & TH</u></p> <ul style="list-style-type: none"> • 20% - 100%: 5 • 15% - 19%: 3 • 10% - 14%: 1 • Below 10%: 0
<p>(D) <u>Increases in Total Cash Income for leavers & stayers (2 to 3 points depending on project type)</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 12/31/2020.</p>	<p><u>PSH</u></p> <ul style="list-style-type: none"> • 40% - 100%: 2 • 10% - 39%: 1 • Below 10%: 0 <p><u>RRH, TH-RRH, & TH</u></p> <ul style="list-style-type: none"> • 25% - 100%: 3 • 15% - 24%: 2 • 10% - 14%: 1 • Below 10%: 0

Applies To: PSH, RRH, TH-RRH, and TH (excluding Freedom House)	
	Scoring Range and Points Possible
(E) <u>PSH Only: Stayers with Health Insurance (2 points)</u> PSH projects will be scored on the percentage of project stayers as of 12/31/2020 who have health insurance. Measure will exclude persons who have not yet had an annual update.	PSH <ul style="list-style-type: none"> • 60% - 100%: 2 • 25% - 59%: 1 • Below 25%: 0

Applies To Freedom House Transitional Housing only Data source: Self-reported data using given format	
	Scoring Range and Points Possible
(F) <u>English as a Second Language (ESL) Skill Development (7 points)</u> Project will be scored based on the percentage of clients who participate in English language skill development activities.	<ul style="list-style-type: none"> • 60% - 100%: 7 • 40% - 59%: 3 • Below 40%: 0
(G) <u>Work Readiness and Skill Development (7 points)</u> Project will be scored based on percentage of clients participating in work readiness and skill development opportunities, including volunteering, advocacy opportunities, and other skill development that build off client past employment experience.	<ul style="list-style-type: none"> • 50% - 100%: 7 • 20% - 49%: 3 • Below 20%: 0
(H) <u>Leavers with Earned Income/Employment (6 points)</u> Project will be scored based on percentage of leavers who gain employment (of those legally able to work).	<ul style="list-style-type: none"> • 50% - 100%: 6 • 20% - 49%: 3 • 10% - 19%: 1 • Below 10%: 0

COMPONENT #2: Housing Performance
Value = 48 to 63 points total, depending on project type
Reporting Period: 1/1/2020 – 12/31/2020; Data Source: CYAPR, self-reported, and/or submitted policies

Applies to: PSH	
	Scoring Range and Points Possible
(A) <u>Retention in Permanent Housing (30 points)</u> Measure: Percentage of participants who either remain in the PSH project as of 12/31/2020 or who have exited PSH project to another permanent housing destination. The following will be excluded from the calculations: <ul style="list-style-type: none"> • Clients with exit destinations of death, foster care, hospital/residential non-psychiatric facility, and nursing home. • Also excluded will be clients entered into and exited from the project in 2020 but never had a housing move-in date. 	<ul style="list-style-type: none"> • 95% – 100%: 30 • 90% - 94%: 25 • 85% - 89%: 20 • 80% - 84%: 15 • 75% - 79%: 5 • Below 75%: 0

Applies to: PSH	
	Scoring Range and Points Possible
<p>(B) <u>Utilization Rates (10 points)</u> Measure: Overall average project occupancy rates on the following dates: 1/29/20, 4/29/20, 7/29/20, 10/28/20, 12/30/20</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 • 75% – 89%: 5 • Below 75%: 0
<p>(C) <u>Service Staff and Program Availability</u> Projects will be scored based on the extent to which supportive service staff, including on-call crisis staff, are available outside of typical business hours.</p>	<ul style="list-style-type: none"> • Services are available on flexible schedules, out of regular business hours, with on call crisis services available 24 hrs a day, 7 days a week: 3 • Services are available 8AM – 5PM Monday - Friday, with some weekend availability (4 – 12 hours scheduled on weekends): 2 • Services are available 9AM – 5PM Monday - Friday: 1
<p>(D) <u>Facilitation and Tracking of Referrals</u> Projects will be scored based on agency response to the following question in the application:</p> <p>“The primary supportive housing service provider facilitates and tracks referrals, and in some cases transportation, to community service providers for tenants including, at a minimum, behavioral healthcare, primary healthcare, substance abuse treatment and support, employment services, and benefits assistance.”</p>	<ul style="list-style-type: none"> • Yes: 2 • No/unknown; or this information is not currently tracked: 0
<p>(E) <u>PSH Provider Policy Review (18 points)</u> PSH providers will be required to submit for evaluation the following policies:</p> <ol style="list-style-type: none"> 1. Annual Service Plan Review 2. Rent Collection Process 3. Rent & Utility Allowance Calculation 4. Program Termination 5. Fair Housing and Equal Access/Non-Discrimination 6. Written Services Plan <p>Reference Appendix A for details on policy submission, including the scoring scale.</p> <p>PSH providers submitted these policies in the fall of 2020. Those submissions have not been reviewed. PSH providers will have the opportunity to re-submit their policies if they choose. They may also choose to have reviewed the policies submitted in fall 2020.</p>	

Applies to: RRH, TH-RRH, and TH	
	Scoring Range and Points Possible
<p>(A) <u>Exits to Permanent Housing (35 points)</u> Measure: Percentage of participants who exit the program to a permanent housing destination.</p> <p>The following will be excluded from the calculations:</p> <ul style="list-style-type: none"> • Clients with exit destinations of death, foster care, hospital/residential non-psychiatric facility, and nursing home. • For RRH projects only, also excluded will be clients entered into and exited from the project in 2020 but never had a housing move-in date. 	<ul style="list-style-type: none"> • 90% – 100%: 35 • 80% – 89%: 25 • 75% – 79%: 15 • 70% – 74%: 10 • Below 70%: 0
<p>(B) <u>Utilization Rates (10 points)</u> Measure: Overall average project occupancy rates on the following dates: 1/29/20, 4/29/20, 7/29/20, 10/28/20, 12/30/20</p>	<ul style="list-style-type: none"> • 90% – 100%: 10 • 75% – 89%: 5 • Below 75%: 0
<p>(E) <u>Policy Review (3 points)</u> RRH and TH providers will be required to submit for evaluation the following policy:</p> <ol style="list-style-type: none"> 1. Program Termination <p>Reference Appendix A for details on policy submission, including the scoring scale.</p>	

COMPONENT #3: Financial Performance
Value = 8 points total
Reporting Period: Most recently completed project term; Data Source: Sage

Applies to: All Projects	
	Scoring Range and Points Possible
<p>(A) <u>Grant Amount Expended (8 points)</u></p> <p>Projects will be scored based on the extent to which the agency has expanded its most recently completed annual Continuum of Care grant. Scoring will be based on the following scales, which differ depending on the project type. HAND staff will pull this information directly from Sage. See Appendix B for the grant number and spending information reported in Sage that will be scored.</p>	<p><u>Projects without a rental assistance budget line:</u></p> <ul style="list-style-type: none"> • 90% - 100% expended: 8 • 85% - 89% expended: 4 • <85% expended: 0 <p><u>Projects with a rental assistance budget line:</u></p> <ul style="list-style-type: none"> • 85% - 100% expended: 8 • 75% - 84% expended: 4 • <75% expended: 0
<p>(B) <u>Deduction for Outstanding Audit Findings (-10 points if applicable)</u></p> <p>Points may be deducted from project score based on outstanding findings in an agency audit or funder monitoring reports. “Outstanding” means there has been no corrective action plan summited (if the timeframe for submission has passed) or the corrective action plan submitted was not accepted by the funder.</p>	<ul style="list-style-type: none"> • 10 points will be deducted from project score for any outstanding findings

COMPONENT #4: HMIS Participation

Value = 20 points total

Reporting Period: 1/1/2020 – 12/31/2020 unless otherwise indicated; Data Source: HMIS records

Applies to: PSH, RRH, TH-RRH, TH, and CE-SSO	
<i>Note: These elements are an agency score, in that if an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency.</i>	
	Scoring Range and Points Possible
<p>(A) <u>HMIS Agency Admin Meeting Attendance (3 points)</u> Projects will be scored based on attendance at a majority of the HMIS Agency Administrator meetings held in 2020. Meetings were held on these dates:</p> <ul style="list-style-type: none"> • March 3, 2020 • April 14, 2020 • May 26, 2020 • June 30, 2020 • August 11, 2020 • September 22, 2020 • November 3, 2020 • December 15, 2020 <p>Data source: HMIS Agency Admin Meeting Attendance Records</p>	<ul style="list-style-type: none"> • 5 or more mtgs = 3 • 4 or fewer mtgs = 0
<p>(B) <u>UDE Completion (6 points)</u> Projects will be scored based on the extent to which they have 90% Universal Data Element (UDE) completion for <i>all</i> projects an organization has in HMIS. Data source: 252 Data completeness report card. Agencies <u>should not</u> submit this report with their application materials. HMIS Lead Agency staff will generate these reports for scoring.</p> <p>See Appendix D for the specific projects to be included for each organization.</p>	<ul style="list-style-type: none"> • 90% - 100%: 6 • 50% - 89%: 3 • <50%: 0
<p>(C) <u>Known Exit Destinations (6 points)</u> Projects will be scored based on the extent to which they have at least 75% of clients exited exit to known destinations for <i>all</i> projects an organization has in HMIS. <i>Data source: Discharge Summary report. Agencies will be required to submit this report with their application materials.</i></p> <p>See Appendix D for the specific projects to be included for each organization.</p>	<ul style="list-style-type: none"> • 75% - 100%: 6 • 50% - 74%: 3 • <50%: 0
<p>(D) <u>Housing Inventory Chart Submission (5 points)</u> Projects will be scored based the extent to which the agency submitted <i>all</i> its required 2021 Housing Inventory Charts (HICs) by the following dates:</p> <ul style="list-style-type: none"> • February 12, 2021: All HICs agency was required to submit <p><i>Data source: Record of HIC submission</i></p> <p>Submission compliance will be determined by reviewing on-line HIC submission form held by HMIS Lead Agency staff.</p>	<ul style="list-style-type: none"> • All HICs submitted by due date: 5 • All HICs not submitted by due date: 0

NOTE: Organizations scoring 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 and Satisfaction

Value = 5 to 8 points total, depending on project type

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

Applies to: All Project Types, Except Where Indicated	
	Scoring Range and Points Possible
<p>(A) <u>Consumer Participation in Agency Board or Equivalent (5 points)</u> Points will be awarded based on the extent to which the recipient and subrecipient (if applicable) demonstrates the participation of a homeless or formerly homeless individual on the agency’s board of directors or equivalent policymaking entity.</p> <p>This is an agency score. If an agency has multiple projects, including projects of different types, the same score will be applied to all projects for that agency. This requirement also applies to both recipients and subrecipients.</p> <p>HEARTH regulations require the following of CoC-funded recipient and sub-recipients (24 CFR 578.75(g)):</p> <p><i>“(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.”</i></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Over the course of CY2020, organization had consumer participation and provided documentation of same: 5 • Over the course of CY2020, the organization had no current consumer participation, but has a plan in place to incorporate consumer participation: 3 • Over the course of CY2020, the organization had no current consumer participation and currently has no plan to incorporate consumer participation: 0 <p>NOTE: Agencies responding in 2021 with “no consumer participation, but has a plan in place” will be expected, in the 2022 competition, to demonstrate progress on this plan to secure consumer participation. If the agency is not able to demonstrate consumer participation in the 2022 application, they will earn 0 points in the 2022 application. Agencies responding “consumer participation and no plan” in the 2021 application will be placed under a CAP to develop and implement a plan to ensure consumer participation.</p>

Applies to: All Project Types, Except Where Indicated	
	Scoring Range and Points Possible
<p>abilities for the CoC program and includes persons who are homeless or formerly homeless</p> <ul style="list-style-type: none"> 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. 	
<p>(B) <u>PSH Only: Tenant Satisfaction (3 points)</u> Projects will be scored based on the percentage of tenants that report being satisfied with their housing based on most recently implemented client feedback process.</p>	<ul style="list-style-type: none"> 75% or more: 3 60% - 74%: 2 <60%: 1 Agency does not currently assess for tenant satisfaction: 0
<p>(C) <u>Client Feedback Incorporation (Not scored, informational only)</u> All projects will be asked an informational only question regarding how client feedback has been incorporated into the program over the past year.</p>	Not Scored, Informational Only
<p>(D) <u>Substantiated Grievances</u> Points may be deducted from project score based on substantiated grievances filed against the agency in 2020.</p>	See Appendix E for details on how substantiated grievances will be scored in FY2021.

COMPONENT #6: Participation in Coordinated Assessment Model (CAM)

Value = 4 to 10 points possible, depending on project type

Data source: Records of participation, including HMIS

Applies to: PSH, RRH, TH-RRH, and TH (except where indicated)	
	Scoring Range and Points Possible
<p>(A) <u>Referral Outcome Reporting (2 points)</u> Projects will be scored based on the extent to which outcomes to referrals from CAM are recorded in HMIS. Exceptions will be made when needed for project transfers. "Referral outcome" means the receiving agency has indicated in HMIS if the referral from CAM is accepted, declined, or canceled.</p>	<p>Percentage of referrals received in 2020 with outcome recorded in HMIS:</p> <ul style="list-style-type: none"> 75% - 100%: 2 <75%: 0
<p>(B) <u>New Client Entries (2 points)</u> Projects will be scored based on the extent to which new project entries in 2020 were from CAM. Exceptions will be made when needed for project transfers.</p>	<p>Percentage of new client entries in 2020 that were referrals via CAM:</p> <ul style="list-style-type: none"> 100%: 2 95% - 99%: 1 <95%: 0
<p>(C) <u>Housing Move in Date Completion (6 points) (PSH & RRH only)</u> Projects will be scored based on the extent to which Housing Move in Dates (HMID) are completed. Exceptions will be made for new clients still in the housing search process and for some clients with an entry/exit but no HMID.</p>	<p>Percentage of clients with a HMID completed:</p> <ul style="list-style-type: none"> 90- 100%: 6 75% - 89%: 4 60% - 74%: 2 <60%: 0

Applies to: HMIS
(D) <u>Report Generation (2 points)</u> Projects will be scored based on HMIS Lead Agency staff generating reports from HMIS to support CAM process, including reports to support the implementation of new Coordinated Entry Data Standards.
(E) <u>Provision of CAM-specific HMIS training (2 points)</u> Projects will be scored based on HMIS Lead Agency staff providing CAM-specific HMIS training, including training related to the implementation of new Coordinated Entry Data Standards.
(F) <u>CAM Customized HMIS Reports (2 points)</u> Projects will be scored based on HMIS Lead Agency staff providing customized HMIS reports to support CAM, including reports to support the implementation of new Coordinated Entry Data Standards.

COMPONENT #7: CAM Lead Agency & Implementing Partners Only
Value = 28 points (for CHS); 52 points (for SW)
Data source: Self report in application; HMIS; information from CoC Board packets

In the FY2021 CoC competition, the majority of scoring criteria used for the CE-SSO projects will be the same scoring elements that were reviewed for the CAM Lead Agency evaluation conducted in early 2019. These metrics were developed between the CAM lead agency and the CAM Governance Committee and approved by the CoC board of directors.

The metrics apply differently to the two agencies (Southwest Counseling Solutions and CHS) based upon each agency’s role. The table below identified the scored metrics, and which apply to which agency.

	Scoring Range and Points Possible	Scored Element Applies to:	
		CHS	SW
(A) <u>Clients reporting satisfaction with Access Point Process (4 points)</u> Points will be earned based on the overall average satisfaction reported by clients using the Access Points. Benchmark is that clients report an overall satisfaction rating of “4” on the scale of 1 to 5. <i>Data source: Client satisfaction surveys administered at access sites. Data will be self-reported in the application.</i>	<ul style="list-style-type: none"> Overall average rating of 4 or above: 4 Overall average rating of 3: 2 Overall average rating of <3: 0 	N/A	✓
(B) <u>UDE Completion for Referrals to Shelter (4 points)</u> Points will be earned based on the percentage of Universal Data Elements (UDEs) completed in HMIS for clients referred to shelter. Benchmark is that at least 90% of UDEs are completed. <i>Data source: HMIS Lead Agency staff will utilize the 252 Data Completeness Report Card for HMIS project ID #9703, for the time period of 1/1/2020 – 9/30/2020 to evaluate this element.</i>	<ul style="list-style-type: none"> 90% - 100% UDEs: 4 50% - 89% UDEs: 2 < 50% UDEs: 0 	N/A	✓

	Scoring Range and Points Possible	Scored Element Applies to:	
		CHS	SW
<p>(C) <u>PSH Packet Submissions for Completed Navigation Appointments (8 points)</u> Points will be earned based on the percentage of clients who scored for PSH and who completed their navigation appointment (denominator) and had a PSH packet submitted (numerator). Benchmark is that at least 70% of the clients have a PSH packet submitted.</p> <p><i>Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.</i></p>	Percentage of clients with completed navigation appointment that had PSH packet submitted: <ul style="list-style-type: none"> • 70% - 100%: 8 • 60% - 69%: 6 • 50% - 59%: 4 • < 50%: 0 pts 	✓	N/A
<p>(D) <u>Accurate Submission of PSH Packets (8 points)</u> Points will be earned based on the percentage of PSH packets submitted by CAM navigators that are correct on the first attempt, based on the documentation required at the time of packet submission for a person to be placed on the PSH Prioritization list. Benchmark is that at least 91% are correct upon first submission.</p> <p><i>Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.</i></p>	<ul style="list-style-type: none"> • 91% - 100%: 8 • 80% - 90%: 6 • 69% - 79%: 4 • <69%: 0 	✓	✓
<p>(E) <u>Accuracy of Submission of HCV Applications by CAM Navigators (8 points)</u> Points may be earned based on the accuracy of HCV applications submitted by CAM Navigators. Benchmark is that at least 91% of applications are correct on the first submission.</p> <p><i>Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.</i></p>	<ul style="list-style-type: none"> • 91% - 100%: 8 • 80% - 90%: 6 • 69% - 79%: 4 • <69%: 0 pts 	✓	✓
<p>(F) <u>Client Satisfaction with Navigation (4 points)</u> Points will be earned based on the overall average satisfaction reported by clients using the Access Points. Benchmark is that clients report an overall satisfaction rating of “4” on the scale of 1 to 5.</p> <p><i>Data source: Client satisfaction surveys administered by navigators. Data will be self-reported in the application.</i></p>	<ul style="list-style-type: none"> • Overall average rating of 4 or above: 4 • Overall average rating of 3: 2 • Overall average rating of <3: 0 	✓	✓
<p>(G) <u>Timeliness of RRH Vacancy Requests Filled (6 points)</u></p>	Percentage of RRH vacancy requests filled withing 2 business days: <ul style="list-style-type: none"> • 95% - 100%: 6 	N/A	✓

	Scoring Range and Points Possible	Scored Element Applies to:	
		CHS	SW
<p>Points will be earned based on the percentage of RRH vacancy requests that are filled within 2 business days of request being made. Benchmark is that at least 95% of requests are filled within 2 business days.</p> <p><i>Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.</i></p>	<ul style="list-style-type: none"> • 85% - 94%: 4 • 75% - 84%: 2 • <75%: 0 		
<p><u>(H) Timeliness of PSH Vacancy Requests Filled (6 points)</u></p> <p>Points will be earned based on the percentage of PSH vacancy requests that are filled within 2 business days of request being made. Benchmark is that at least 80% of requests are filled within 2 business days.</p> <p><i>Data source: CAM Lead internal records. Data will be self-reported in the application, although some supporting documentation may also be required.</i></p>	<p>Percentage of PSH vacancy requests filled within 2 business days:</p> <ul style="list-style-type: none"> • 80% - 100%: 6 • 70% - 79%: 4 • 60% - 69%: 2 • <60%: 0 	N/A	✓
<p><u>(I) PSH Prioritization List (10 points)</u></p> <p>Points may be earned based on the CAM Lead Agency's demonstration and documentation that referrals off the PSH Prioritization List to PSH vacancies are made in accordance with the prioritization order given in the CAM Policies and Procedures. CAM Lead Agency will be provided with a sampling of clients referred to PSH over the course of 2020, and will need to demonstrate that those referrals made at that time were in accordance with the prioritization policies.</p> <p><i>Data source: CAM Lead Agency internal records and/or the PSH Prioritization List. CAM Lead will be required to submit documentation that orders of priority are followed when referring off the Prioritization List to PSH vacancies.</i></p>	<p>Of sampling of referrals, percentage referred in accordance with prioritization policies:</p> <ul style="list-style-type: none"> • 95% - 100%: 10 pts • 75% - 94%: 5 pts • <75%: 0 pts 	N/A	✓
<p><u>(J) Submission of Quarterly or Annual Data Reports to CoC Board (2 points)</u></p> <p>Points may be earned based on the CAM Lead Agency's providing quarterly CAM data reports to the CoC Board.</p> <p><i>Data source: 2020 CoC Board packets will be reviewed for quarterly data report inclusion. There is nothing additional CAM lead will need to submit.</i></p>	<p>Number of quarterly reports provided to CoC board Jan – Dec 2020:</p> <ul style="list-style-type: none"> • 4 reports: 2 • 2 to 3 reports: 1 • 0 to 1 report: 0 	N/A	✓

In future funding cycles, the CoC board and CAM Governance Committee may develop additional or different evaluation criteria for the CE-SSO grants. Such evaluation criteria should consider the role these projects play with assisting persons experiencing homeless in accessing needed services and should align with the CAM policies and procedures.

COMPONENT #8: HMIS Lead Agency Only
Proportional Points from FY2019 CoC Application
Value = 70 points

Data source: Score received on the FY2019 CoC Application

HUD scores a CoC's HMIS implementation annually on several 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, LSA).
6. Point-in-Time methodology and implementation.

HUD reviews and scores the responses given in the CoC application on these questions. The score received on the FY2019 CoC application for the HMIS section was nine out of the nine points possible (100%). This proportion (100%) will be applied to the total points the HMIS grant can receive for this component (70). The HMIS grants will receive 70 out of the 70 points possible (100%) for this component. The FY2019 CoC application score is used for this component due to the cancelation of the FY2020 CoC competition and no score being received.

A value of 70 points was assigned to this section so the total amount of points the HMIS project may receive is 89 (as detailed in chart above). Having a total of 89 points possible allows for comparable weighing of components across the various project types.

Future evaluation criteria for HMIS grants may change depending upon the CoC-Board approved HMIS MOU and workplan.

Evaluation Process for HMIS Grants

- The HMIS Lead agency will complete an application form and a self-evaluation responding to and addressing all the scored components for the HMIS grant.
- This self-evaluation, and supporting documentation, will be reviewed by the Values & Funding Priorities Committee.
- Based upon the self-evaluation and supporting documentation, the Values & Funding Priorities Committee will make a recommendation as to whether or not the HMIS grants should be submitted for renewal funding based on the score from the self-evaluation. The Values & Funding Priorities Committee may request additional supporting documentation during their review.
- HMIS Lead Agency staff, Collaborative Application staff, and CoC Lead 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 FY2021 uses the score received in FY2019 CoC application HMIS section as a proxy for scoring HMIS project performance. This is being done for the FY2021 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

IX. Additional Evaluation Protocol

A. First and Second Time Renewal Projects

Projects with less than 12 full months of operation in CY2020 will be evaluated on scored components as follows. First and second time renewals initially funded as an expansion to an existing project are submitted for renewal funding as a part of the existing project, and therefore will be scored as part of the existing project.

Component	Stand-Alone Renewals <i>(not initially funded as an expansion)</i>	Expansion <i>(initially funded to expand an existing project)</i>
Component 1A-1E <i>(income/employment outcomes)</i>	Not Scored	Scored as part of existing project
Component 2A-2D <i>(Housing outcomes and quality)</i>	Not Scored	Scored as part of existing project
Component 2E <i>(Policies)</i>	Scored if agency already has CoC PSH/RRH/TH-RRH/TH programming in Detroit, as this is an agency score.	
Component 3 <i>(Financial)</i>	Scored based on most recently completed grant (see Appendix B). Scored also on any outstanding findings from agency financial audits.	
Component 4A-4D <i>(HMIS elements and HIC submission)</i>	Scored if agency already has programming in Detroit that requires HMIS participation, as this is an agency score.	
Component 5A <i>(Consumer participation)</i>	Scored if agency already has CoC funded programming in Detroit, as this is an agency score.	
Component 5B <i>(PSH Tenant satisfaction)</i>	Not scored	Scored as part of existing project
Component 5D <i>(substantiated grievances)</i>	Will apply if points are to be deducted from all projects an agency has, as given in the grievance scoring scale	
Component 6A <i>(Referral outcome reporting)</i>	Scored only if project began receiving referrals from CAM in 2020	Scored as part of existing project
Component 6B <i>(New client entries)</i>	Scored only if project began serving people in 2020	Scored as part of existing project
Component 6C <i>(Housing Move in Date competition)</i>	Scored only if project moved people into housing in 2020	Scored as part of existing project

B. Protocol for Components or Subcomponents Unable to be Evaluated

In instances where a 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.
 - 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 is based on a leaver’s status.
 - Protocol: If the project had no leavers, then the project will be scored for the component in question based only on the *stayers* in the program.
- 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.
- Situation: An agency receives communication from the funder that the project will no longer be receiving funding and takes steps to ramp down a project, then to have the funder reverse its decision and renew the project’s funding.
 - Protocol: In such a situation scoring criteria that may have been impacted by a partial project ramp down will be reviewed and revised as needed based on the specifics of the situation.

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.

C. 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. The chart below clarifies which entity will be reviewed for which scoring components. 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 resembling a recipient/subrecipient relationship being implemented on a less formal basis.

Scoring Component	Responsible Entity
#1 Income & Employment	
A) Leavers with Any Cash Income	<ul style="list-style-type: none"> • Project APR will be reviewed for this data (unless otherwise indicated). • The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
B) Leavers with Any Non-Cash Benefits	
C) Leavers with Earned Income (Employment)	
D) Leavers & Stayers with Increase Income	
E) Stayers with health insurance (PSH only)	
F) ESL skill development (F.H. only)	
G) Work readiness and skill development (F.H. only)	
H) Leavers with Earned Income (F.H. only)	
#2 Housing Performance	
A) Housing Exits/Retention	<ul style="list-style-type: none"> • Project APR and other HMIS data will be reviewed for this data.
B) Occupancy Rates	

Scoring Component	Responsible Entity
	<ul style="list-style-type: none"> The recipient is ultimately responsible for reviewing project performance data and submitting the APR to HUD.
C) Service staff and program availability (PSH only) D) Facilitation and Tracking Referrals (PSH only)	<ul style="list-style-type: none"> These questions are based on self-report in the application and should be responded to based on how the direct services are provided.
E) Policy review	<ul style="list-style-type: none"> Subrecipient policies will be reviewed.
<ul style="list-style-type: none"> For projects in which there are multiple subrecipients on one grant, the score received by the individual recipient on 2C to 2E will be averaged together for the final score for those components. 	
#3 Financial Performance	
A) Project spending	<ul style="list-style-type: none"> Recipient, via reporting in Sage
B) Points deducted (if applicable)	<ul style="list-style-type: none"> Recipient, based on their audits
#4 HMIS Participation	
A) Attendance at Agency Admin meetings	<ul style="list-style-type: none"> Subrecipient attendance
B) UDE completion for ALL identified projects	<ul style="list-style-type: none"> Review will be based on projects identified in Appendix D. A recipient will only be evaluated on the UDE completion rates for the project(s) they sub-grant out.
C) Clients exiting to known destination	<ul style="list-style-type: none"> Review will be based on projects identified in Appendix D. A recipient will only be evaluated on the UDE completion rates for the project(s) they sub-grant out.
D) Submission of required information for Housing Inventory Count (HIC)	<ul style="list-style-type: none"> Either the response received from the recipient or the subrecipient A recipient will only be evaluated on the timely submission of the HIC related to the project(s) they sub-grant out. For projects in which there are multiple subrecipients on one grant, the score received by the individual recipient on 4D will be averaged together for the final score for this component.
#5 Consumer Participation	
A) Participation of a homeless or formerly homeless consumer on the board of directors or other equivalent policymaking entity; or description how the recipient and/or sub-recipient will become compliant with this regulation.	<ul style="list-style-type: none"> Both the recipient and the subrecipient per the CoC Program Regulations.
B) Tenant Satisfaction (PSH only)	<ul style="list-style-type: none"> Response given in the project application
C) Client feedback incorporation	<ul style="list-style-type: none"> Response given in the project application
D) Substantiated Grievances	<ul style="list-style-type: none"> Subrecipient
#6 CAM Participation	
All sub-components	<ul style="list-style-type: none"> Subrecipient For projects in which there are multiple subrecipients on one grant, the score received by the individual recipient on the components

Scoring Component	Responsible Entity
	6A – 6C will be averaged together for the final score for this component.
#7 CAM Lead Agency & Implementation Partner	
All subcomponents	<ul style="list-style-type: none"> Details provided under Section VIII above on applicability
#8 HMIS Lead Only	
All subcomponents	<ul style="list-style-type: none"> Recipient

X. Potential Future Evaluation Criteria

Applicants should assume any evaluation criteria included in FY2021 may be included as scored criteria in future competitions. Additionally, applicants should be aware future evaluations may include the following criteria:

- Completion of Universal Data Elements and Known Exit Destinations (all projects) and Housing Move-in Date Completion (PSH and RRH projects)**
 - As the completion of Housing Move-in Dates, Universal Data Elements (UDE), and knowing exit destinations is key to understanding our system data, agencies should anticipate that in the FY2022 competition the scoring scales for these criteria will likely change, so that projects will need to demonstrate a higher percentage of data completion in order to earn points.
- Incorporating voices of Persons With Lived Experience**
 - Future competitions may include a scored component on the extent to which agencies incorporate persons with lived experience beyond the regulatory requirement currently scored on.
- PSH Dimensions of Quality Self-Assessment**
 - For PSH projects, future competitions may examine the extent to which PSH providers improved in needed areas of improvement as identified in the PSH Dimensions of Quality Self-Assessment completed in early 2020.
- Scored criteria changed or removed due to the pandemic**
 - The following scored criteria included in the FY2020 competition were removed in the FY2021 competition because of the pandemic. Providers should anticipate these criteria may again be re-incorporated as scored criteria in a future competition:
 - Length of time to housing (PSH and RRH projects)
 - CoC Meeting and Workgroup meeting attendance (all projects)
 - Training for Coordinated Entry participating agencies (CE-SSO projects, as applicable)
 - HCV waitlist management as monitored by MSDHA (CE-SSO projects, as applicable)
 - Scoring scales adjusted downward in response to the pandemic may, in a future competition, revert back to what they were prior to the pandemic or be additionally changed.
- Other possible future evaluation criteria:**
 - Any “informational only” elements in the FY2021 application may become a scored element in the future.
 - Compliance with HMIS Data Standards
 - Length of time people remain homeless (for RRH and TH)
 - Returns to homelessness (all projects)

- Number of persons becoming homeless for the first time
- Additional CAM participation criteria (all projects)
- Project draw down rates (all projects)
- Participant eligibility (all projects)
- For projects targeted to persons fleeing domestic violence/human trafficking, these projects should expect to be evaluated on how they ensure and improve client safety.
- Agency participation in the unsheltered 2022 Point-in-Time count

XI. Additional Policies and Resources

Applicant agencies are encouraged to review and utilize the following policies and resources, which are posted on HAND's website at: www.handetroit.org/continuum-of-care-funding.

Self-Scoring Tools

- Self-Scoring Tools are provided so applicants may understand how performance rates are calculated, and to understand what their performance may be. The completion of these tools is optional.

Comments and Responses from Public Comment

- Public comments were received on the draft renewal project evaluation and scoring criteria and draft project priority ranking and reallocation policies. Comments received, and responses to those comments, are available on HAND's website.

FY2021 CoC Project Priority Ranking and Reallocation Policies

- These policies are to be presented to the CoC Board in June 2021 for approval. They will be posted to HAND's website upon approval.

Detroit CoC Funding Application Review and Ranking Process

- Details to the process used to review, score, and rank renewal and new CoC applications.

Detroit CoC Funding Appeals Policy

- Details on how a CoC project may submit an appeal during the Continuum of Care competition.

XII. Material Submission Instructions

Application materials must be emailed to Amanda Sternberg at amanda@handetroit.org by the due date. If your application packet is quite large, you may send materials in a ZIP file or via several emails. You will receive email confirmation of your submission.

XIII. Contact Information

If you have questions or need further information, contact Amanda Sternberg at amanda@handetroit.org or (313) 969-1882.

Submission Checklist

The following items for renewal applications must be submitted to HAND by **June 17, 2021**. Clearly label all attachments, using the attachment number given, even if attachments will not be numbered sequentially due to an attachment not being applicable. If an attachment does not apply, place a (✓) in the “Not Applicable” column.

Agency Name	
Project Name	

	Included (✓)	Not Applicable (✓)	Included with other renewal application
Submission Checklist (this page)			
Completed Renewal Application (beginning on page 26 of this packet)			
APR generated from HMIS for the project under review for the period of 1/1/2020 – 12/31/2020. See Appendix C for details.			
Attachment Number	Attachment Description (One per agency) <i>Agencies only need to submit one (1) of each of the following, even if they are submitting multiple renewal applications</i>		
#1			
#2			
#3			
	<u>If monitored by City of Detroit between Jan 2020 and March 2021 (Part B)</u>		
#4			
#5			
#6			
#7			
#8			
	<u>Participation of homeless/formerly homeless person (Part F)</u>		
#9			
#10			
	<u>PSH Projects Only: Policies (Part O)</u> <i>(select “N/A” if agency is choosing to not re-submit policies submitted previously in 2020)</i>		
#11			
#12			
#13			
#14			
#15			
#16			
#17			
	<u>RRH, TH-RRH, and TH Projects Only: Policy (Part M)</u> <i>(select “N/A” if choosing to not re-submit program termination policy)</i>		
# 18			
ATTACHMENT CHECKLIST CONTINUED ON NEXT PAGE			

		Included (✓)	Not Applicable (✓)	Included with other renewal application
Attachment Number	Attachment Description (One Per Project Application, As Applicable) <i>Each individual project application must have the following attachments, as they apply to that project.</i>			
	<u>Monitoring Reports or Communication from HUD received HUD between Jan 2020 and March 2021: (Part C)</u>			
#19	Notification from HUD project will be monitored			
#20	Monitoring report from HUD			
#21	Organization's response to monitoring report			
#22	Documentation from HUD monitoring concern or finding satisfied			
#23	Any other monitoring-related correspondence			
	<u>If project had significant project changes (Part D)</u>			
#24	Written communication to HUD requesting significant change			
#25	HUD's written approval of the change requested			
	<u>CAM Lead Agency (SWCS) Only</u>			
#26	Supporting documentation for Part Y <i>(PSH Prioritization List, Scored component 7I)</i>			
	<u>Signature Page</u>			
#27	Signed by Recipient			
#27	Signed by Subrecipient(s) <i>(will have multiple if more than one subrecipient)</i>			

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

Part B: City of Detroit Monitoring Communication

Any findings may require further review and, if unresolved, may result in negative points for the project.

NOTE: Part B needs to only be answered *once per agency*. If you are submitting multiple renewal projects, complete this question:

___ My agency is submitting multiple renewal applications. Part B was responded to in the application for:
 _____ (provide project name).

The response in this section should encompass any type of monitoring from the City of Detroit, including financial monitoring from the Office of the Controller or programmatic monitoring from the Housing and Revitalization Department, and is inclusive of both on-site or desk monitoring:

Do you have a City of Detroit monitoring report, or communication regarding monitoring findings from prior monitoring, received from the City between *January 2020 to March 2021* for this project? (Monitoring reports or related communication prior to January 2020 do not need to be submitted as it has been submitted previously).

___ No.

- If No: Select "N/A" for Attachments #4 - #8 in the submission checklist.

___ Yes.

- If Yes: Provide the following attachments as applicable.

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

Note: HAND will consult with the City of Detroit regarding the responses given in this section.

Part C: HUD Monitoring Communication

Any findings may require further review and, if unresolved, may result in negative points for the project.

Do you have a HUD monitoring report, or communication regarding monitoring findings from prior monitoring, received from HUD between *January 2020 to March 2021* for this project? (Monitoring reports or related communication prior to January 2020 do not need to be submitted as it has been submitted previously).

___ No.

- If No: Select "N/A" for Attachments #19 - #23 in the submission checklist.

___ Yes.

- If Yes: Provide the following attachments as applicable.

Attached (✓)	
	Attachment #19: Notification letter or email from HUD that your project will be monitored
	Attachment #20: Monitoring report from HUD (the report that identifies any concerns or findings); OR <input type="checkbox"/> N/A: HUD has not yet provided our organization with their monitoring report
	Attachment #21: If monitoring report identified concerns, findings, or other items requiring a response, provide your organization's response to these items; OR <input type="checkbox"/> N/A: The monitoring report did not contain any items requiring our organization's response
	Attachment #22: Documentation from HUD that a monitoring concern or finding has been satisfied; OR <input type="checkbox"/> N/A: HUD has not yet responded to our organization's response to the monitoring report
	Attachment #23: Any other monitoring-related correspondence between your organization and HUD; OR <input type="checkbox"/> N/A: No other correspondence to provide

Part D: 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		

	Previous	New
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 #24: Written communication to HUD requesting the significant change
	Attachment #25: 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 E: Financial Performance & APR Submission

Value = 8 points (Scored Component 3)

Refer to **Appendix B**, which provides information on how much funding was expended for the project’s most recently completed grant term as given in Sage. Answer the question below if it pertains to your project:

Question #1

If the percentage of funds expended is less than 90% (if a non-rental assistance project) or less than 85% (if a rental assistance project), provide an explanation why not all funds were expended and what steps are being taken in the future to ensure greater expenditure of funds: *(max 1 paragraph)*

Agencies should note that future competitions may take into consideration the timeliness of APR submissions, as given in Sage.

Part F: Consumer Participation

Scored Component 5A

Value = up to 5 points for both questions combined

- *Over the course of CY2020, organization had consumer participation and provided documentation of same = 5 pts*
- *Over the course of CY2020, the organization had no current consumer participation, but has a plan in place to incorporate consumer participation = 3 pts*
- *Over the course of CY2020, the organization had no current consumer participation and currently has no plan to incorporate consumer participation = 0 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 subrecipient(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 CY2020 (✓)	Documentation of such consumer participation is attached (attachment #9) (✓)	OR	Waiver for this requirement has been requested and/or approved by HUD and a copy is attached (attachment #10) (✓)
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 subrecipient 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).

Part G: Evictions and Program Terminations

*Value = not scored
Does not apply to CE-SSO grants*

PSH, RRH, TH-RRH, and TH programs are required to report the following information in their project applications. This is informational only and will not be scored in FY2021. Note: For these questions, “eviction” and “termination” mean different things for different types of projects:

Scattered-Site projects:

- “Eviction” means the landlord moves to evict the client for client non-compliance with lease agreements. The agency (PSH or RRH provider) is expected to continue to work with the client to prevent eviction or move the client to a new unit. The client remains enrolled in the PSH or RRH program.
- “Termination” means the agency (PSH or RRH provider) is terminating the client from the PSH or RRH program (and subsequently exiting from HMIS), although all attempts should be made to ensure the client does not exit to homelessness.

Project-Based projects (including TH and PSH SRO projects):

- In general, for project-based projects, “eviction” and “termination” are synonymous.

Impact of Eviction Moratoriums on this question: It is understood eviction moratoriums were in place throughout 2020, which likely impacted the extent to which persons were evicted for non-payment of rent. Providers are asked to complete this information nonetheless.

Answer the following questions based on CY2020:

1) Over the course of 2020, how many households in this program received a legal eviction notice (or related notice such as a notice to quit, judgement, etc): _____

2) Of those households given in #1, how many ended up being legally evicted? _____

3) Of those households legally evicted, how many were also terminated from your program? _____

4) Of households given in #1, how many were able to have their eviction prevented? _____

5) Please give primary reasons people were evicted in 2020:

6) Over the course of 2020, how many households received a termination notice from the program?

7) Of those households given in #6, how many ended up being terminated? _____

8) Of households given in #6, how many were able to have their termination prevented? _____

9) Please give primary reasons for client terminations:

Part H: Incorporation of Client Feedback

Value = not scored

The response here is informational only in FY2021. In one page or less, describe how your agency incorporated client feedback into this program over the past year. Please also describe how your agency responded to the needs of the clients in the program in response to the COVID-19 pandemic:

Part I: Information only: Client/Staff Ratio

Value = not scored
Does not apply to CE-SSO grants

The information below is being gathered for informational purposes only, to better understand CoC projects.

Client to Staff Ratio: Complete parts a - c below to indicate the expected client to case manager ratio for this project. Organization may use different titles for this position. Additionally, “household” in this instance includes single adults (households of one).

In part “a” indicate the expected client to case manager ratio will be for this project, in terms of staffing FTEs. For example, a client/case manager ratio of 20 households to 1 FTE would mean that one full-time case manager (or the equivalent) has a case load of 20 households. In part “b” indicate if the case manager will be expected to carry a caseload of clients from other programs. Part “c” is optional.

- a. Current household to case manager ratio for this project: _____
- b. Do the case managers on this project have clients from other programs on their case loads? If so, from what types of programs and approximately how many clients?
- c. Optional: Provide any additional comments on client/case manager ratios.

Part J: Potential Project Straddling

Value = not scored

Background: Project Ranking

The Detroit CoC is required to rank all projects seeking CoC funding into one of two tiers: Tier 1 and Tier 2. During this tiering process, it is anticipated a project will straddle the line between Tier 1 and Tier 2 when its budget amount does not allow it to be placed wholly into Tier 1. HUD may select to fund only the Tier 1 portion of a project, or HUD may select both the Tier 1 and Tier 2 portions. When project straddling occurs, the Values & Funding Priorities Committee will decide, based on the responses given here, if the project would still be feasible if it was only funded for the Tier 1 amount.

Historical Context

The table below summarizes how projects straddled in the past three competitions. In these past competitions HUD fully funded both the Tier 1 and Tier 2 portions of these projects.

	Project Type	Tier 1 Amount	Tier 2 Amount
FY2017	TH	\$329,655 (80% of full budget)	\$84,802 (20% of full budget)
FY2018	RRH	\$89,839 (24% of full budget)	\$289,016 (76% of full budget)
FY2019	RRH	\$314,858 (81% of full budget)	\$72,277 (19% of full budget)

The amount of funding available in Tier 1 for straddling projects in FY2021 may be different from the numbers given above; this information for context only.

Response Needed

It will not be known which projects will straddle the Tier 1/Tier 2 line until after the final project ranking list is completed later this summer. In order to plan for project straddling, all projects are asked to respond to the questions below regarding their project feasibility, should their project end up straddling the list and only the Tier 1 portion be funded. Note: The word “feasibility” is used throughout this document. For the purposes of
May 11, 2021

these questions here, “*feasibility*” means that the project is able to continue serving persons experiencing homelessness effectively.

Would your project be feasible if it received a lesser amount of CoC funding? Select one of the responses below:

___ **YES:** My project would still be feasible if it received a lesser amount of CoC funding than it currently receives. If this is your response, please complete the following questions below.

___ **NO:** My project *would not* be feasible if it received a lesser amount of CoC funding than it currently receives. **IMPORTANT:** by selecting “no”, this means that if your project ends up straddling the Tier 1/Tier 2 line, it will automatically be bumped down the ranking list so that it is wholly in Tier 2. The next-ranked project will then be moved up the ranking list.

If you responded “Yes” above, concisely answer the following.

1) What is the *minimum* amount of CoC funding this project would need in order to still be feasible? Note: if you indicate a minimum amount that is greater than the amount left in Tier 1 for this project, your project will automatically be moved down so that it is wholly in Tier 2. It is not yet known how much will be available for the Tier 1 portion of the project.

Example: A project states that the minimum amount of CoC funding it needs order to still be feasible is \$300,000. There is only \$200,000 remaining in Tier 1 funding; therefore, that project will be wholly placed into Tier 2, and the next ranked project will be moved up to Tier 1.

2) If only the Tier 1 portion of your project is funded, please describe how your project will be able to continue serving homeless persons effectively. Note: you may propose that you will scale back your project will serve fewer clients, reduce the scope of services, secure other funding, or any other course of action.

Part K: Continuous Quality Improvement Process (Optional)

Value = not scored

Agencies may provide, in one-half page or less, an explanation or commentary on the project’s performance for the evaluation criteria under review. 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 L APPLIES TO DOMESTIC VIOLENCE PROJECTS ONLY

Part L: Increasing Safety of Persons Fleeing Domestic Violence/Human Trafficking

Value = not scored

The following question should be answered by projects specifically funded with Domestic Violence Bonus Funding which are funded to specifically serve persons fleeing domestic violence or human trafficking. This question is informational only and is not scored.

In one-half page or less, please describe how, over the course of 2020, this project increased the safety of persons fleeing domestic violence or human trafficking:

PART M APPLIES TO RRH, TH-RRH, and TH PROJECTS ONLY

Part M: Status of Program Termination Policy

RRH, TH-RRH, and TH providers are required to submit their program termination policy for review and scoring. See [Appendix A](#) for details on the policy review. Providers should select either **Option #1** or **Option #2** below.

Option #1: The program termination policy submitted for the agency's CoC PSH project is the same program termination policy used for the agency's RRH/TH-RRH/TH project. Therefore, in lieu of submitting this policy again, the score received on the policy submitted for the CoC PSH project will be applied to my agency's RRH/TH-RRH/TH project.

Option #2: My agency either does not administer a CoC PSH project OR the program termination policy for the RRH/TH-RRH/TH project differs from the PSH policy. Therefore, the program termination policy for this project is included with this application packet as Attachment #18. Additionally, the status of this policy is as follows (select one):

- Policy approved by the organization
- Policy not approved by the organization
- Policy approval status unknown

If selected "Policy not yet approved by organization" describe the plan to get the policy approved by the organization.

PARTS N through Q APPLY TO PSH PROJECTS ONLY

Part N: Service Staff and Program Availability

Value = 3 points (Scored Component 2C)

Projects will be scored based on the extent to which supportive service staff, including on-call crisis staff, are available outside of typical business hours.

Of the following options, select the one most reflective of the available of supportive service staff, including on-call staff, for clients in the PSH program:

- Services are available on flexible schedules, out of regular business hours, with on call crisis services available 24 hrs a day, 7 days a week
- Services are available 8AM – 5PM Monday -Friday, with some weekend availability (4 – 12 hours on weekends)
- Services are available 9AM – 5PM Monday -Friday

Part O: Facilitation and Tracking of Referrals

Value = 2 points (Scored Component 2D)

Projects will be scored based on agency response to the following question in the application.

In response to this statement, select the most appropriate response for this PSH program:
“The primary supportive housing service provider facilitates and tracks referrals, and in some cases transportation, to community service providers for tenants including, at a minimum, behavioral healthcare, primary healthcare, substance abuse treatment and support, employment services, and benefits assistance”.

- Yes
- No/unknown
- This information is not currently tracked

Part P: Tenant Satisfaction

Value = 3 points (Scored Component 5B)

Projects will be scored based on the percentage of tenants that report being satisfied with their housing. Agencies may use whatever method or tools they choose to collect this information. Agencies may also respond to this question based on the results of any recently implemented client satisfaction surveys. Agencies should not submit copies of their survey tools with their application. Response given should be based on the most recent client feedback process implemented by the agency.

Indicate the percentage of tenants reporting satisfaction with their housing:

- 75% or more
- 60% - 74%
- <60%
- Agency does not currently assess for tenant satisfaction

Part Q: Status of PSH Policies

PSH providers will be scored on six (6) policies. Details on how these policies will be scored is given in **Appendix A**. PSH providers submitted these policies the fall of 2020, but those policies have not yet been reviewed. PSH providers have the option of re-submitting any of the previously submitted policies or can choose to not re-submit their policies. If a policy is not re-submitted, the policy submitted in 2020 will be the policy used for reviewing and scoring in 2021.

The grid below should be completed as it relates to each policy. For each policy, indicate with an “X” if the policy has been approved by the organization or if the policy is not being re-submitted. Additionally, if the status of any previously submitted policy has changed since 2020 submission, indicate its current status here (example, policy went from being “not approved by the organization” to “approved by the organization”):

	Policy approved by organization	Policy not approved by organization (answer following question)	Policy approval status unknown	Policy not being re-submitted; policy submitted in 2020 to be used for review
Policy #1: Annual Service Plan Review (<i>Attachment 11 & 12</i>)				
Policy #2: Rent Collection Process (<i>Attachment 13</i>)				
Policy #3: Rent & Utility Allowance Calculation (<i>Attachment 14</i>)				
Policy #4: Program Termination (<i>Attachment 15</i>)				
Policy #5: Fair Housing & Equal Access/Non-Discrimination (<i>Attachment 16</i>)				
Policy #6: Written Services Plan (<i>Attachment 17</i>)				

For any policy above indicated "Policy not yet approved by organization" describe the plan to get the policy approved by the organization.

PARTS R through Y APPLY TO CAM Lead Agency and Implementing Partner

The following questions only apply to the CAM Lead Agency and Implementing Partner. Refer to the table given in **Section VIII** for details on which scored components will apply to which agency. Each part indicates which agency that part applies to. Parts T, U, and V, apply to both agencies, and therefore the response given to these parts should be same in both Southwest's and CHS's applications. The two agencies should work together jointly as needed to develop a response to these three questions.

Part R: Client Satisfaction with Access Point Process

*Value = 4 (Scored Component 7A)
To be answered by SWCS; does not apply to CHS*

Response Required

Based on the satisfaction scale of 1 to 5 over the course of calendar year 2020, what was the overall average satisfaction rating given by clients using the Access Points? _____

Part S: PSH Packet Submission for Completed Navigation Appointments

*Value = 8 (Scored Component 7C)
To be answered by CHS; does not apply to SWCS*

Response Required

Provide the following data:

- A. Number of households served from 1/1/2020 – 12/31/2020 who scored for PSH and had a completed navigation appointment: _____
- B. Number of households served from 1/1/2020 – 12/31/2020 that did *not* have a PSH packet submitted for the following reasons (these households will be excluded from the calculation)

 - Households who secured other housing and are no longer considered homeless for PSH eligibility purposes
 - Households who have moved away from the area and are no longer being served
 - Households who were still in the documentation-gathering process as of 12/31/2020
 - Households who, as of 12/31/2020, were no longer being actively navigated, per navigation policies, including those who are unable to be contacted
- C. Of the households given in "A" above, how many had a PSH packet submitted as of 12/31/2020?

- D. Number of households with a PSH packet submitted in 2020 who were carry-overs from 2019. These are households for whom navigation began at some point in 2019, but the packet was not submitted until 2020. These should not be households already included in either "A" or "C".

Part T: Accurate Submission of PSH Packets

*Value = 8 (Component 7D)
Applies to both SWCS and CHS; response should be developed jointly.
The same response should be given in both SWCS' and CHS' application.*

Response Required

Provide the following data:

- A. Total PSH packets submitted by CAM Navigators in 2020: _____
- B. Of the PSH packets submitted by CAM Navigators in 2020 (A), number that were correct on the first submission: _____

Part U: Accurate Submission of HCV Application

*Value = 8 (Scored Component 7E)
Applies to both SWCS and CHS; response should be developed jointly.
The same response should be given in both SWCS' and CHS' application.*

Response Required

Provide the following data:

- A. Total HCV applications submitted by CAM Navigators in 2020: _____
- B. Of the HCV applications submitted by CAN Navigators in 2020 (A), number that were correct on the first submission: _____

Part V: Client Satisfaction with Navigation

*Value = 4 (Scored Component 7F)
Applies to both SWCS and CHS; response should be developed jointly.
The same response should be given in both SWCS' and CHS' application*

Response Required

Based on the satisfaction scale of 1 to 5 over the course of calendar year 2020, what was the overall average satisfaction rating given by clients receiving Navigation? _____

Part W: Timeliness of RRH Vacancy Requests Filled

*Value = 6 (Scored Component 7G)
To be answered by SWCS; does not apply to CHS*

Response Required

Provide the following data:

- A. Total number of RRH referrals requested in 2020: _____
- B. Of RRH referrals requested in 2020, how many were filled within 2 business days of the request being made? _____

Part X: Timeliness of PSH Vacancy Requests Filled

Value = 6 (Scored Component 7H)
To be answered by SWCS; does not apply to CHS

Response Required

Provide the following data:

- A. Total number of PSH referrals requested in 2020: _____
- B. Of PSH referrals requested in 2020, how many were filled within 2 business days of the request being made? _____

Part Y: PSH Prioritization List

Value = 10 (Scored Component 7I)
To be answered by SWCS; does not apply to CHS

Response Required:

Southwest will be provided with a sampling of clients referred to PSH programs by CAM over the course of 2020. This list of 20 clients represents less than 10% of referrals made to PSH in 2020. Southwest is asked to provide the following documentation for this scored component:

Based on the list of clients given, submit documentation demonstrating that the client referred on the given date/time was the next client on the PSH prioritization list to be referred at the time he/she was referred. The CAM Lead Agency may submit whatever documentation or internal records they have to demonstrate this.

Reviewers will be looking for evidence that, when client #XXXXX was referred on DATE/TIME, this client was the next person on the PSH prioritization list (ie, "next in line) to receive the PSH referral. Points will be earned based on the percentage of clients from the list below that have this evidence.

This response should be submitted as Attachment #26 with the application.

Signature Page (Attachment #27)

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. Electronic signatures are acceptable.

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. The project will also comply with all other applicable federal, State, and local regulations.
- 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) and adhere to all Coordinated Entry (CAM) policies and procedures.
- 4) Data submitted with this project application (including, but not necessarily limited data in the APR, Sage, in HMIS, or within the application itself) is complete, accurate, and correct.
- 5) It is understood that, should this project be eligible for an appeal, no appeal may be made based on having initially submitted incomplete, incorrect, or inaccurate data.
- 6) 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. I can access a copy of the Appeals Policy at HAND's website (www.handetroit.org/continuum-of-care-funding).
- 7) It is understood that renewal and new projects will be submitted to HUD in accordance with the FY2021 Project Priority Ranking Policies and that such project ranking decisions are final. I can access a copy of the FY2021 Project Priority Ranking Policies at HAND's website (www.handetroit.org/continuum-of-care-funding).
- 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 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.

Relinquishment of CoC Grants

9) (New Project Applications Only): If the new project funding applied for is awarded by HUD, it is expected that the grant agreement for that project will be executed and the project will be implemented. Failure to execute a grant agreement for new project funding may result in that funding being lost to the CoC. If my agency chooses to not execute a grant agreement for new project funding, that agency must attend a meeting with representatives of the CoC Lead Agency, the City of Detroit, and the CoC board to discuss why the agency

is choosing to not accept new project funding. Additionally, the agency will not be allowed to apply for new CoC project funding for five (5) years. The CoC board also reserves the right to take additional action if needed.

10) If at any time my agency decides to voluntarily relinquish a renewal CoC grant, my agency will notify the CoC Lead Agency of this decision in writing as soon as possible, but no less than, at least nine (9) months prior to the end of the current grant term.

11) If my agency voluntarily relinquishes a renewal grant, my agency will work with the CoC Lead Agency, CAM Lead Agency, and other stakeholders as needed to ramp down the project and ensure that clients being served by the project are able to retain or achieve stable housing by the time the grant ends.

12) It is understood that the CoC board will decide how to reallocate any relinquished funds.

Project Minimum Eligibility Requirements

13) It is understood that my project will serve clients based only on HUD’s minimum eligibility criteria and the project population as written in the grant application. It is understood that clients will not be excluded from the project unless for the following (check that which applies to the project in question):

This project is limited to serving a single-sex population only due to having shared bathing and/or shared sleeping accommodations. This project will comply with the Equal Access requirements and serve persons based on the person’s self-identified gender.

LIHTC and/or PBV attached to this project have additional eligibility or exclusionary criteria over and above the HUD CoC program criteria. These criteria are: _____

This project cannot serve persons with a CSC conviction or sex offender registry status due to the project’s proximity to schools, child care centers, etc.

There are other funder requirements with additional eligibility or exclusionary criteria over and above the HUD CoC program criteria. If this box is checked, please also answer the following:

Name of funding source: _____

Eligibility or exclusionary criteria of that funding source: _____

Note: the CoC Lead may require additional documentation, such as a grant agreement, of other funder eligibility/exclusionary criteria.

Additional Requirement

14) It is understood that if my agency has an outstanding balance on HUD assessments due to HAND by the time the application is due to HUD, my project application(s) will not be submitted to HUD for funding via eSNAPS.

Agency: _____

Project Name: _____

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

Name Printed: _____

Appendix A: Policy Submission Requirements and Scoring Scale

Background

As a result of site visits conducted with PSH providers in 2018, in the FY2019 CoC competition, PSH providers were evaluated on the content of five policies guiding their PSH programs. In order to continue our moving forward our CoC's focus on quality programming, the CoC Board approved the inclusion of these six policies for PSH providers, and one policy for RRH/TH-RRH/TH providers for review in the FY2021 CoC competition.

This document identifies the policies to be submitted, and what the policies ought to contain. The framework for polices #1 - #5 were developed in 2019 by a joint taskforce of the Performance & Evaluation Committee, Values & Funding Priorities Committee, and with input from PSH providers. The framework for policy #6 reflects elements drawn from CSH's Dimensions of Quality Supportive Housing.

Policy Submission Instructions

Policies will be submitted with the rest of the agency's renewal materials by June 17, 2021. PSH providers have the option to not re-submit policies previously submitted in the fall of 2020. RRH/TH-RRH/TH projects also have the option of using for review the termination policy submitted with their CoC PSH project, if applicable. There is an additional question in the application asking if the policies have been approved by the organization and, if not, the plan for their approval (Part M for RRH/TH-RRH/TH projects and Part Q for PSH projects).

FY2019 Policy Review Comments

In June 2019, all PSH providers received written feedback on the policies submitted for review in the FY2019 competition. Providers were encouraged to reference those comments, and consider what modifications may improve their policies, when preparing for the submission of their policies for future competitions. If agencies need a copy of this written feedback from June 2019, please contact Amanda Sternberg (amanda@handetroit.org).

Scoring Criteria for PSH Policies in FY2021

Each policy may earn up to three points, for a total of 18 points possible for PSH projects (reviewed on six policies) and three points for RRH/TH-RRH/TH projects (reviewed on one policy). This document contains guidance on what the policies should contain. The following scoring range to be used by reviewers is the same as it was in 2019:

- **3 points:** All the recommended elements in the framework are addressed; the correct regulations are identified; the policy is clear, consistent, and implementable; the policy has been approved by the organization.
- **2 points:** Most of the recommended elements in the framework are addressed; for the most part, the policy is clear and consistent, but some areas could have been stronger; the policy has not been formally approved by the organization, but a plan was provided for approval.
- **1 point:** Few of the recommended elements in the framework are addressed; it is not clear or logical how policy would be implemented; the policy has not been formally approved by the organization nor is there a plan for approval.
- **0 points:** Organization does not submit policy by due date at all, or the policy submitted clearly does not address any of the recommended elements.

The policies will be reviewed by members of the Performance & Evaluation Committee and Values & Funding priority committee. Reviewers will not have CoC funded PSH in Detroit, but have experience in homeless services, policy development, and/or program evaluation.

PSH Policies to be Reviewed

PSH providers will be reviewed on the following policies, all of which are detailed below:

1. Annual Service Plan Review
2. Rent Collection Process
3. Rent & Utility Allowance Calculation
4. Program Termination (see definition of “termination” below)
5. Fair Housing and Equal Access/Non-Discrimination
6. Written Services Plan

PSH providers will be provided the option to not re-submit policies submitted in the fall of 2020. PSH providers may re-submit any or all of those previously submitted policies if they choose.

RRH/TH-RRH/TH Policy to be Reviewed

RRH/TH-RRH/TH providers will be reviewed on the following policy which is detailed below:

4. Program Termination (see definition of “termination” below)

RRH/TH-RRH/TH providers with PSH projects will be provided the option to use the program termination policy submitted with their PSH project and not submit an additional policy for their RRH/TH-RRH/TH project.

Policy Framework

Following is guidance for content for each policy, including the minimum recommended elements for each policy. Each policy will be scored based on the extent in which the guidance and recommended elements are included.

Guidance for Policy Content

In addition to the specific elements recommended, each policy should also:

1. Clearly state what the policy is attempting to accomplish.
2. Have a Housing First perspective
3. Be clear, consistent, and implementable.
4. Use precise language, including defining terms in instances where terms could differ.
5. Reference the relevant regulations and guidance (Federal, State, and/or local) the policy is addressing.
6. Be structured in a way that guides how staff do their work.
7. Address how the essential elements of the policy will be communicated to clients Address how staff will be trained on the policy.
8. Address how the policy will be monitored and enforced.
9. Address how the policy will be regularly reviewed and revised including the process for updating internal forms as needed.

Minimum Recommended Elements

These are the policy elements that, at a minimum, it is recommended a policy contains. Agencies may include additional elements to the policy if they choose.

Policy #1: Annual Service Plan Review

Context: The CoC Program regulations require all PSH providers to conduct annual service plan with clients. The site visits revealed that most providers do not have a policy addressing this requirement. It was also observed that most providers did the annual HMIS update, which is also a requirement but does not fully fill HUD’s expectations for an annual service plan. Providers may refer to the annual service plan as an individual service plan, housing stability plan, or some other term.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- Reference to the CoC regulation (§578.103(a)(7)(i)).
- Clear timeframe for when the annual service plan review will be conducted and who completes the plan.
- Standardized process for documenting client refusal and process for attempting engagement with client.
- Client has an opportunity to include others in the development of their plan (family, friend, other supportive person of their choosing) and client ability to make changes to their plan.
- Where the completed annual service plan will be kept (ie, client file, HMIS or some other electronic form, etc).
- Attachment: Include as an attachment the annual plan template/tool you use to record client goals for the coming year.

Policy #2. Rent Collection Process (ie, the process of collecting the tenant's portion of the rent)

Context: The site visits revealed that few providers had policies on the process of collecting the tenant portion of rent. Additionally, in many instances case managers were collecting rent from tenants, which is not a best practice.

Note for Agencies with Different Types of PSH projects

Agencies that have one or more types of PSH projects, such as project-based and scattered-site rental assistance or leasing, will likely need to have a different policy for each type of project, as the process for collecting a tenant's portion of the rent will be dependent upon the lease structure, and lease structures vary for these different types of projects.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- How the agency will maintain a separation of roles between case management staff and staff who collect the client's portion of the rent.
- How will the tenant rent portion be collected.
- The specific staff person or department the rent will be submitted to.
- Date rent is due, how the amount due is calculated, and acceptable forms of payment and should align with the language used in the lease or occupancy agreement.
- How the agency communicates to clients their rent payment obligations.
- How clients are provided different options for paying rent (such as different forms of payment accepted, changing the date payment is due, etc.)
- A clear outline of who is paying rent to whom, by when, and in what amount, including all parties (agency, client, and landlord/property management company).
- How rent payments are recorded, including what receipt of payment is provided to clients.
- Steps that are taken when a client does not pay rent, or pays late, including addressing the following:
 - Communication with client
 - Amounts of charges/late fees (if any) and when they are implemented.
 - The plan for collecting late/back rent, including what occurs when the plan is not met
 - Process to help get the client back on track with payments.
 - Note: this should align with your agencies' eviction prevention plan policy.

Policy #3. Rent & Utility Allowance Calculation

Context: The site visits revealed variance in process of calculating rent and utility allowance. At times it was not clear who was responsible in the agency for calculating the rent and utility allowance and there were several instances in which client rent was not correctly calculated.

Note for Agencies with Different Types of PSH projects

Because the regulations for rent and utility allowance differs depending on how the project is funded, agencies that have PSH projects with different budget lines (ex, rental assistance, leasing, or services/operations) may need to have a different rent and utility allowance calculation policy for each project. The agency may either have separate, distinct policies or clearly outline differences within a single policy.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- Reference to the CoC regulations (§578.77).
- Identification of income sources to be included, including referencing the relevant regulations (§578.77(a)(4)).
- How the agency will handle irregular (such as under the table income, seasonal employment, etc).
- Reference to the most current FMR limits and the most current utility allowance schedule.
- Reference to the agency's standard tool or template used to calculate rent and utility allowance.
- Reference to who calculates the rent and utility allowance and how is that staff person trained.
- A description of how frequently the client's income is verified and how often and in what instances is rent and utility allowance calculation is done.
- A description of what supporting documentation (ie, verification of income) will be attached to the rent calculation and utility allowance and where this documentation will be stored (ie client files, electronic file, etc).
- How the agency defines a substantial increase income that would trigger a re-calculation of client's rent/utility allowance. Note: such language should align with the lease/occupancy agreement.
- A description of the internal controls for calculating client rent and utility allowance, including: the staff person who does the initial calculation, the staff person who verifies/double checks the calculations, and the staff person(s) who signs off on the calculation.
- How the agency will address clients being over-charged.
- How the agency will document if client has zero income.

Policy #4. Program Termination

Context: The site visits revealed that there was often little differentiation between a client being evicted from a unit and a client being terminated from the program.

Defining Program Termination

For the purposes of this policy "program termination" has been defined as the agency ceasing to provide CoC funded housing and services to the client. Depending on how the project is structured, this may mean:

- Agency is no longer providing supportive services nor paying rent/leasing for the client. Client may or may not be able to continue to reside in the unit following termination depending upon how the lease agreements are structured.

OR

- For project-based projects, agency is no longer providing supportive services nor housing for the client. The client must vacate the unit he/she was residing in.

Note for Agencies with Different Types of PSH projects

Agencies that have both scattered-site and project-based units may need to either have two different termination policies, or make it clear within the policy differences within the project types, because for project-based units program termination will likely be the same thing as eviction, with a client needing to vacate the unit.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- Reference to the CoC regulations (§578.91).
- A statement that program termination will occur only in severe cases after determining that violations are serious enough to warrant termination.
- Outlining the causes for termination; the greater level of specificity, the better.
- The steps taken to prevent termination.
- How clients are notified of a potential termination.
- How clients are notified of their right to appeal a termination, and the process for making that appeal.
- The process and timeline for staff to review the termination, including which staff are involved in the process, including the staff who makes the final decision to terminate a client from the program.
- The timeline and process for all notices sent to clients, including the initial and final notice and any other communication.
- How the property management/landlord will be informed of program termination.
- Steps the agency will take when a unit is abandoned or the client is institutionalized, including a timeline for these steps. If the unit is abandoned, the policy should address how the agency determines the unit has been abandoned. This should also align with what is included in the lease/occupancy agreement.
- How termination is handled for positive outcomes (ex, if client moves on to other permanent housing).
- How the agency will handle any belongings left behind by the client after termination.
- Steps the agency takes after the client is terminated.

Policy #5. Fair Housing and Equal Access/Non-Discrimination

Context: While the site visits did not reveal any violation of Fair Housing, Equal Access, or Non-Discrimination regulations/guidance, however not all agencies had clear policies and procedures that addresses these requirements.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- Reference to the regulations, guidance, and other relevant notices, including but not limited to:
 - 24 CFR 578.93 (Fair Housing and Equal Opportunity)
 - [Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity](#) (February 2012)
 - [Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs](#) (September 2016)
- An identification of the protected classes covered by the policy (which needs to include at a minimum federal, state and local protected classes).
- How the regulations and notices will be followed, for example, what are the steps that your agency will take to ensure discrimination doesn't occur and how equal access will be implemented.
- How staff are trained on the regulations, the policy, and on cultural competency in relation to these policies.
- How the elements of the policy are communicated to clients.
- How Fair Housing or Equal Access complaints or violations will be addressed.

Policy #6. Written Services Plan

Context: To complement the CSH PSH Dimensions of Quality Self-Assessment all PSH providers have completed, providers will also be scored on their agency's written supportive services plan for PSH tenants.

Minimum Recommended Elements

These are the recommended elements, minimally, that should be included in the policy:

- A description of available services including case management, medical and mental health services, substance abuse treatment, peer support, parenting skills, education/vocational services, life skills training, and advocacy.
 - For each service, include if the service is provided internally by the PSH provider or through external, community partnership and referral. If external, identify the partner(s) and if there is an agreement and/or Memorandum of Understanding between the PSH provider and entity providing the service.
- A description of how available services are introduced to PSH tenants moving into housing, what staff is responsible for introducing services, and when available services are outlined. (i.e. are tenants provided with a handout of what services are available and how to access? Are services explained during the lease-up process or entry into housing?)
- A description of how tenants are engaged in services throughout their tenancy.
- Where services are typically provided (ie, in the tenant's home? In the office? In the community? Some mix of both?)
- How staff are trained in delivering services.
- Process and frequency which the supportive services plan is reviewed and revised.

Additional Policies to Have on File

In addition to the policies listed above that providers will be required to submit, providers will also be expected to have the following policies on file within their agency. At this time no decision has been made to incorporate a review of these policies into the FY2021 project review process, but a review of these policies may be factored into a future monitoring and review process:

1. Responding to Client Crisis	8. Emergency Transfer Process
2. Client Abandonment of Unit	9. Client Appeal Process When Client Denied Unit
3. Environmental Review	10. CAM Referral, Agency Application and Eligibility Process
4. Housing Quality Standards	11. Coordination with Landlords
5. How Agency handles program income	12. Individual Service Plan
6. Documenting Match	13. Client Grievance Policy and Procedure
7. Reasonable Accommodation & Modifications	14. Eviction Prevention Plan and Process

Appendix B: Renewal Project Spending

The table below provides the percentage of a project's most recently completed grant term expended. This information was taken from the project's APR submission in Sage, and will be used for scoring Component 3.

Organization	Project Name	Project Type	Project Term Ending	Grant Number Under Review	Award	Amount Spent	Percentage Spent
AFG	RRH for Youth	RRH	6/30/2020	MI0571L5F011801	\$278,557	\$278,557	100%
Cass Community Social Services	Cass Apartments	PSH	11/30/2020	MI0309L5F011806	\$352,682	\$352,682	100%
Cass Community Social Services	Webb PSH	PSH	7/31/2020	MI0467L5F011803	\$219,752	\$219,752	100%
Cass Community Social Services	Scott PSH	PSH	7/31/2020	MI0466L5F011803	\$209,980	\$209,980	100%
Cass Community Social Services	Travis PSH	PSH	8/31/2020	MI0569L5F011801	\$390,695	\$390,695	100%
Cass Community Social Services	Thomasson Apts	PSH	N/A: Agency is still in the midst of expending its initial grant				
CCIH	Permanent Supportive Housing	PSH	9/30/2020	MI0071L5F011811	\$1,132,727	\$1,071,510	95%
CCIH	Leasing Project	PSH	9/30/2020	MI0439L5F011802	\$641,879	\$612,057	95%
Community & Home Supports	Perm Community Supports	PSH	12/31/2020	MI0468L5F011803	\$534,080	\$534,080	100%
Community & Home Supports	Perm Community Supports (II)	PSH	9/30/2020	MI0568L5F011801	\$924,041	\$924,041	100%
Community & Home Supports	Coordinated Assm'n't and Navigation	CE-SSO	6/30/2020	MI0522L5F011802	\$847,538	\$847,538	100%
COTS	Buermeyer Manor	PSH	6/30/2020	MI0030L5F011811	\$ 146,247	\$122,361	84%
COTS	Pathways	PSH	2/28/2021	MI0429L5F011906	\$792,660	TBD	TBD
D/WMHA	CCIH Permanent Housing	PSH	1/31/2021	MI0075L5F011912	\$454,967	\$274,969	60%
DWIHN	Supportive Housing Program - DCI/Omega	PSH	10/31/2020	MI0074L5F011811	\$505,158	\$496,392	98%
DWIHN	CCIH S+C*	PSH	2/28/2021	MI0058L5F011912	\$355,951	TBD	TBD
DWIHN	Southwest Housing Partners S+C	PSH	12/31/2020	MI0286L5F011810	\$257,020	\$215,219	84%
DWIHN	Southwest Counseling Matrix	PSH	10/31/2020	MI0066L5F011811	\$46,421	\$46,421	100%
DRMM	Cornerstone	PSH	7/31/2020	MI0046L5F011811	\$1,339,762	\$1,339,762	100%
Freedom House	New Beginnings/New American Homeless	TH	3/31/2020	MI0047L5F011811	\$390,841	\$390,841	100%
HAND	HMIS	HMIS	6/30/2020	MI0041L5F011811	\$294,078	\$294,078	100%

Organization	Project Name	Project Type	Project Term Ending	Grant Number Under Review	Award	Amount Spent	Percentage Spent	
HAND	HMIS Expansion	HMIS	4/30/2020	MI0368L5F011804	\$96,155	\$96,155	100%	
HAND	CoC Planning	Planning	12/31/2020	MI0606L5F011800	\$285,000	\$285,000	100%	
Mariners Inn	Extended Residency	PSH	11/30/2020	MI0037L5F011811	\$249,102	\$248,549	100%	
Methodist Children's Home	Teen Infant Parenting Services	TH	4/30/2020	MI0078L5F011811	\$362,392	\$362,392	100%	
MDHHS	Consolidated Grant	PSH	4/30/2020	MI0059L5F011811	\$2,611,680	\$2,272,569	87%	
NLSM	Project Hope	PSH	6/30/2020	MI0471L5F011802	\$559,107	\$ 506,643	91%	
NLSM	Project Hope II	PSH	9/30/2020	MI0520L5F011802	\$ 763,203	\$ 756,521	99%	
NLSM	Project Permanency One	RRH	9/30/2020	MI0438L5F011804	\$1,151,094	\$1,056,029	92%	
NLSM	NLSM Cares	RRH	7/1/2020	MI0499L5F011802	\$1,166,616	\$917,659	79%	
NLSM	Project First Steps	TH-RRH	12/31/2020	MI0604D5F011800	\$910,646	\$910,646	100%	
NSO	Bell Housing	PSH	12/31/2020	MI0338L5F011806	\$554,081	\$554,081	100%	
NSO	SHP Leasing	PSH	4/30/2020	MI0308L5F011806	\$363,482	\$358,844	99%	
NSO	NSO/COTS S+C	PSH	9/30/2020	MI0027L5F011806	\$109,392	\$82,195	75%	
NSO	Detroit FUSE	PSH	9/30/2020	MI0367L5F011803	\$231,918	\$207,767	90%	
NSO	NSO RRH	RRH	12/31/2020	MI0472L5F011803	\$302,506	\$282,775	93%	
Southwest Counseling Solutions	Consolidated CE-SSO	CE-SSO	8/31/2020	MI0392L5F011805	\$959,341	\$959,341	100%	
Southwest Counseling Solutions	CAM RRH	RRH	11/30/2020	MI0469L5F011803	\$387,135	\$348,226	90%	
Southwest Counseling Solutions	Consolidated Leasing	PSH	9/30/2020	MI0369L5F011806	\$923,906	\$832,463	90%	
Southwest Counseling Solutions	Consolidated Rental	PSH	4/30/2020	MI0360L5F011808	\$1,189,402	\$897,459	75%	
Travelers Aid	BEIT	PSH	8/31/2020	MI0029L5F011811	\$974,600	\$974,600	100%	
Travelers Aid	Infinity	PSH	8/31/2020	MI0043L5F011811	\$1,054,360	\$1,054,360	100%	
Wayne Metro Community Action Agency	Detroit PSH	PSH	N/A: Agency is still in the midst of expending its initial grant					

**Final LOCCS draw were not due until the end of May 2021. Final spending information will as submitted in Sage as of May 2021 will be used to score these projects.*

Appendix C: HMIS APRs

HMIS APR

Recipients must submit a CY2020 project APR to HAND by **June 17, 2021** with the rest of the application materials.

- **APR time period:** The APR must be run for **calendar year (CY) 2019 (1/1/2020 – 12/31/2020)**. Projects that started operations in 2020 are still required to submit an APR covering the entire calendar year.
- **Job aids:** Reference the following job aids for assistance in running and printing your APR:
 - [Running and Printing the APR](#)
 - When saving the APR as a PDF, or when printing it, 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.
 - [Finding and fixing data errors in the APR](#)
 - These, and additional job aids may be found at: www.handetroit.org/traininganddocumentation
- **Projects with multiple HMIS IDs:** If a project has more than one HMIS ID, use one of two options:
 - Run and submit a separate APR for each HMIS ID #; OR
 - Create a provider group that includes all the projects and run and submit one APR for that provider group.
- **Final Data:** The data submitted in these APRs will be used to evaluate and score renewal projects. This data will be considered accurate and final upon submission to HAND. There will not be an opportunity to correct any APR data after it is submitted. As a reminder, the data being submitted is for calendar year 2020. Agencies are expected to regularly review and ensure the accuracy of their project data throughout the year.
- **HMIS ID numbers:** The HMIS ID numbers for the projects are given below. However, if there is an error in the HMIS ID number for the project, please let Amanda know (amanda@handetroit.org), and submit the required APR using the correct HMIS ID number.

The list below 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.

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#
Alternatives for Girls	RRH for Youth	RRH	11613
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
Cass Community Social Services	Travis PSH	PSH	11619
Central City Integrated Health	Supportive Housing Program	PSH	224
Central City Integrated Health	Leasing Project	PSH	10833
COTS	Buersmeyer Manor	PSH	2428

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#
COTS	Pathways to Housing	PSH	10160
Community & Home Supports	Permanent Community Support	PSH	8755
Community & Home Supports	Permanent Community Home Support II	PSH	11722
Community & Home Supports	Coordinated Assessment & Navigation Project	CE-SSO	NA – APR not required
Detroit Rescue Mission Ministries	Cornerstone PSH	PSH	116
Detroit/Wayne Integrated Health	(DCI/COTS) Omega Project	PSH	1025
Detroit/Wayne Integrated Health	(CCIH) Permanent Housing	PSH	11339
Detroit/Wayne Integrated Health	(CCIH) S+C County	PSH	11338
Detroit/Wayne Integrated Health	(Southwest Counseling Solutions) Matrix S+C	PSH	3629
Detroit/Wayne Integrated Health	(Southwest Counseling Solutions) Southwest Housing Partners S+C	PSH	180
Freedom House	New American/New Beginnings	TH	260
Homeless Action Network of Detroit	HMIS	HMIS	N/A
Methodist Children’s Home Society	TIPS	TH	5823
Mariners Inn	Extended Residency	PSH	185
Michigan Department of Health and Human Services	Consolidated grant that includes: <ul style="list-style-type: none"> • COTS • Development Centers, Inc. • Development Centers, Inc (formerly Detroit East) • NSO • Southwest Counseling Solutions • TASMD 	PSH	
			4079
			3284
			2145
			3266
			3280
4086			
Neighborhood Legal Services Michigan	Project Permanency- CoC RRH Families	RRH	10727
Neighborhood Legal Services Michigan	NLSM Cares	RRH	10983
Neighborhood Legal Services Michigan	Project Hope	PSH	10984
Neighborhood Legal Services Michigan	Project Hope II	PSH	11411
Neighborhood Legal Services Michigan	Project First Step	TH-RRH	Data for this project will be submitted via APR exported from project’s comparable database.
Neighborhood Service Organization	Bell HUD SHP Program	PSH	9147

Recipient	(Subrecipient) Program Name	Project Component	HMIS ID#
Neighborhood Service Organization	HUD SHP Program	PSH	8584
Neighborhood Service Organization	Detroit FUSE	PSH	9641
Neighborhood Service Organization	NSO/COTS - S+C	PSH	7834
Neighborhood Service Organization	NSO RRH	RRH	11324
Southwest Counseling Solutions	Rental Assistance Consolidation	PSH	11558
Southwest Counseling Solutions	Leasing Consolidation	PSH	9654
Southwest Counseling Solutions	CAM Rapid Rehousing	RRH	11040
Southwest Counseling Solutions	Consolidated CE-SSO	CE-SSO	N/A- APR not required
Traveler's Aid Society of Metropolitan Detroit	BEIT	PSH	122
Traveler's Aid Society of Metropolitan Detroit	Project Infinity	PSH	123
Wayne Metro Community Action Agency	Detroit PSH	PSH	12710

Appendix D: Projects to be included in HMIS data review

The tables below contain the projects in HMIS to be included when running the Discharge Summary report to be submitted as Attachment 3. This are also the projects the HMIS Lead Agency will run the Data Quality 252 report on (providers do not need to run and submit the Data Quality report. This report will be generated by the HMIS Lead Agency).

Alternatives For Girls	
Provider Page	Project Type
MDHHS - AFG - Detroit CoC - BCC Shelter (Age 15-17) - DHS & City ESG(6652)	Emergency Shelter (HUD)
1. AFG - Detroit CoC - Shelter (18-21) - City ESG, City ESG-CV(9498)	Emergency Shelter (HUD)
AFG - Detroit CoC - Basic Center Prevention - HHS(11574)	Homelessness Prevention (HUD)
AFG - Detroit CoC - Maternity Group Home -HHS(10510)	Transitional housing (HUD)
AFG - Detroit CoC - TLP (Age 17-20) - DHS, HHS(433)	Transitional housing (HUD)
AFG- Detroit CoC – TLP (16 & 21)- DHS (12083)	Transitional housing (HUD)
AFG - Detroit CoC - Detroit Youth Collaborative RRH Initiative(11613)	PH - Rapid Re-Housing (HUD)

Cass Community Social Services	
Provider Page	Project Type
CCSS - Detroit CoC - Antidel Apartments(9866)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS - Detroit CoC - Brady Permanent Supportive Housing(8579)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS - Detroit CoC - Cass House(3375)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS -Detroit CoC - Scott PSH(10996)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS- Detroit CoC - Webb PSH(10997)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CCSS- Detroit CoC – Thomasson Apartments (11931)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - 1. CCSS - Detroit CoC - Cass Community Family Shelter (DHS) ESP B(6472)	Emergency Shelter (HUD)
MDHHS - 1. CCSS - Detroit CoC - Interfaith Rotating Shelter (DHS) ESP (B)(304)	Emergency Shelter (HUD)
CCSS -Detroit CoC - Travis PSH(11619)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Central City Integrated Health	
Provider Page	Project Type
Central City Integrated Health - Detroit CoC - CoC Bonus(10833)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC - Permanent Housing(11339)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC - S+C County(11338)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Central City Integrated Health - Detroit CoC -Supportive Housing Program(224)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Community & Home Supports, Inc.	
Provider Page	Project Type
CITY OF DETROIT CDBG- RRH -Community & Home Supports (2016-2017)(11514)	PH - Rapid Re-Housing (HUD)
Community & Home Supports - Detroit CoC - PSH(8755)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
CITY OF DETROIT CDBG- RRH -Community & Home Supports (2016-2017)(11514)	PH - Rapid Re-Housing (HUD)
Community & Home Supports - Detroit CoC - PSH II Leasing(11722)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Community & Home Supports, Inc.-SWCS - Detroit CoC - PSH Resource Navigation II(11720)*	<i>Coordinated Assessment (HUD)</i>
Community & Home Supports, Inc.-SWCS - Detroit CoC - RRH Resource Navigation II(11721)*	<i>Coordinated Assessment (HUD)</i>
Community & Home Supports, Inc. - Detroit CoC - PSH Resource Navigation(703)*	<i>Coordinated Assessment (HUD)</i>
Community & Home Supports, Inc. - Detroit CoC - RRH Resource Navigation(10860)*	<i>Services Only (HUD)</i>

***Coordinated Entry data collection process changed 10/1/2020. Evaluation based on 1/1/2020-09/30/2020 reporting period.**

Methodist Children's Home Society	
Provider Page	Project Type
Methodist Children's Home - Detroit Wayne/TIPS - City ESG-CV(5823)	Transitional housing (HUD)

COTS	
Provider Page	Project Type
COTS-Detroit CoC-Pathways PSH(10160)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
COTS-Detroit CoC - PSH-Buersmeyer Manor SHP(2428)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Development Centers - Detroit CoC - Omega Project (with COTS)(1025)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - 1. COTS-Detroit CoC - Emergency Shelter (Peterboro) (DHS) ESP(261)	Emergency Shelter (HUD)
MDHHS - COTS Permanent Supportive Housing - Detroit CoC - Shelter Plus Care(4079)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
COTS - Detroit CoC - S+C (with NSO)(11560)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Detroit Rescue Mission Ministries (DRMM)	
Provider Page	Project Type
DRMM - Detroit CoC - Permanent Housing Dept. - My Own Place(116)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
DRMM - Detroit CoC - Transitional Housing Dept. - Genesis House Two(133)	Transitional housing (HUD)
DRMM - Detroit CoC - Transitional Housing Dept. - Teen Moms Genesis House I(131)	Transitional housing (HUD)
GPD DRMM - Detroit CoC - Veteran's Independence Project 2 - Bridge Housing(11473)	Transitional housing (HUD)
GPD DRMM - Detroit CoC - Veteran's Independence Project 2 - Clinical Treatment(11476)	Transitional housing (HUD)
GPD DRMM - Detroit CoC - Veteran's Independence Project 2 - Hospital to Housing(11475)	Transitional housing (HUD)
GPD DRMM - Detroit CoC - Veteran's Independence Project 2 - Low Demand(11474)	Safe Haven (HUD)
GPD DRMM - Detroit CoC - Veteran's Independence Project 2 - Service Intensive Transitional Housing(11477)	Transitional housing (HUD)
MDHHS - 1. DRMM - Detroit CoC - Emergency Shelter Dept. - DRM DHS ESP, City ESG-CV(112)	Emergency Shelter (HUD)
MDHHS - 1. DRMM - Detroit CoC -Emergency Shelter Dept. - Genesis House III (DHS) ESP, City ESG-CV(111)	Emergency Shelter (HUD)
MDHHS - 1. DRMM - Detroit CoC - Emergency Shelter - Genesis House Two DHS ESP, City ESG-CV(10651)	Emergency Shelter (HUD)
1. CITY OF DETROIT – ESG- DRMM G3 SINGLES EMERGENCY SHELTER(12236)	Emergency Shelter (HUD)
1. DRMM - Detroit CoC - Oasis Shelter - Overflow - City ESG-CV(12224)	Emergency Shelter (HUD)
DRMM - Detroit CoC - 626 East Grand Blvd Overflow - City ESG-CV(12289)	Emergency Shelter (HUD)

Development Centers, Inc.	
Provider Page	Project Type
Development Centers - Detroit CoC - Omega Project (with COTS)(1025)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C(3284)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C [Formerly at Detroit East](2145)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - Development Centers - Detroit CoC - S+C II(6631)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Freedom House	
Provider Page	Project Type
MDHHS - 1. Freedom House - Detroit CoC - Transitional Housing (DHS) ESP (B)(260)	Transitional housing (HUD)

Mariners Inn	
Provider Page	Project Type
Mariners Inn-90 Day Residency Program - Detroit CoC(184)	Services Only (HUD)
Mariners Inn-Detroit CoC - Extended Residency Program(185)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Neighborhood Legal Services	
Provider Page	Project Type
City of Detroit CDBG - RRH - Neighborhood Legal Services (10805)	PH - Rapid Re-Housing (HUD)
Neighborhood Legal Services- Detroit CoC- PSH Project Hope(10984)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Neighborhood Legal Services- Detroit CoC- PSH Project Hope II(11411)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Neighborhood Legal Services Michigan-Detroit CoC- COC RRH - NLSM CARES(10983)	PH - Rapid Re-Housing (HUD)
Neighborhood Legal Services Michigan - Detroit CoC- Project Permanency - COC RRH Families(10727)	PH - Rapid Re-Housing (HUD)
Neighborhood Legal Services Michigan - Detroit CoC - Street Outreach Court Detroit (SOCD)(9140)	Other (HUD)
City of Detroit ESG -NLSM-RRH (10280)	PH - Rapid Re-Housing (HUD)
Neighborhood Legal Services Michigan - Detroit - RRH - City ESG-CV(12570)	PH - Rapid Re-Housing (HUD)

Neighborhood Service Organization	
Provider Page	Project Type
MDHHS - COTS - Detroit CoC - S+C (with NSO)(7834)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS - NSO - Detroit CoC - PATH Services Only(10530)	Services Only (HUD)
MDHHS - NSO - Detroit CoC - SPC(3266)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
MDHHS-NSO-DHHC (Formerly Tumaini)-(DHS) ESP, City ESG-CV(1182)	Emergency Shelter (HUD)
NSO - Detroit CoC - BELL HUD SHP Program(9147)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO - Detroit CoC - HUD SHP Program(8584)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO-Detroit CoC- RRH(11324)	PH - Rapid Re-Housing (HUD)
NSO - Detroit CoC - Clay Apartments PSH(12309)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
NSO - Detroit CoC - Fuse Project(11559)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Southwest Counseling Solutions	
Provider Page	Project Type
City of Detroit ESG- SW RRH 2016-2017(10446)	PH - Rapid Re-Housing (HUD)
MDHHS - SWCS - Detroit CoC - MDHHS Shelter Plus Care(3280)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - Housing Recovery Project Leasing Program(9654)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - ICM CAM(10413)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - Matrix S+C(3629)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - Piquette Square Program(7963)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - SWHP S+C(180)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
SWCS - Detroit CoC - Wilshire SHP(182)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Southwest Counseling Solutions - Detroit CoC - RRH HP Referrals (10932)	Coordinated Assessment (HUD)
Southwest Counseling Solutions - Detroit CoC - HRC 609 Funds(11553)	Other (HUD)
Southwest Counseling Solutions - Detroit CoC - PREVENTION SSVF Veteran's Program 2011-2019(9867)	Homelessness Prevention (HUD)
Southwest Counseling Solutions - Detroit CoC - Rapid Rehousing Project(11040)	PH - Rapid Re-Housing (HUD)
Southwest Counseling Solutions - Detroit CoC - RAPID RH SSVF Veteran's Program 2011-2019(9868)	PH - Rapid Re-Housing (HUD)
Southwest Counseling Solutions - Detroit CoC - MSHDA ESG HP(10409)	Homelessness Prevention (HUD)
Southwest Counseling Solutions - Detroit CoC - MSHDA ESG RRH(10410)	PH - Rapid Re-Housing (HUD)
SWCS - Detroit CoC - RA Consolidation (formerly S+C II [Chronic])(11558)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Southwest Counseling Solutions	
Provider Page	Project Type
Veteran By Name List - Detroit CoC(11395)	Other (HUD)
Southwest Counseling Solutions - Detroit CoC - RRH - State ESG-CV(12617)	PH - Rapid Re-Housing (HUD)
Coordinated Assessment Model - Detroit CoC - HARA Screenings(9703)*	Coordinated Assessment (HUD)
Coordinated Assessment Model - Detroit CoC - NOAH ACCESS SITE(11511)*	Coordinated Assessment (HUD)
Coordinated Assessment Model - Detroit CoC - TUMAINI ACCESS SITE(11510)*	Coordinated Assessment (HUD)

***Coordinated Entry data collection process changed 10/1/2020. Evaluation based on 1/1/2020-09/30/2020 reporting period.**

Traveler's Aid Society	
Provider Page	Project Type
MDHHS - Traveler's Aid Society - Detroit CoC - Shelter Plus Care(4086)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
TASMD-Detroit CoC - Beit(122)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
TASMD- Detroit CoC - Project Infinity(123)	PH - Permanent Supportive Housing (disability required for entry) (HUD)

Wayne Metro Community Action Agency	
Provider Page	Project Type
City of Detroit ESG - Wayne Metro RRH (11629)	PH - Rapid Re-Housing (HUD)
MSHDA CRF- Eviction Diversion (EDP) - Wayne Metro-Detroit CoC(12775)	Homelessness Prevention (HUD)
Wayne Metro CAA - Detroit CoC - PSH(12710)	PH - Permanent Supportive Housing (disability required for entry) (HUD)
Wayne Metro CAA - Detroit CoC - RRH - State ESG-CV(12425)	PH - Rapid Re-Housing (HUD)

Appendix E: Substantiated Grievances Scoring

Client Grievance Scale

This scale was developed to be used as a tool to evaluate the severity of *substantiated* consumer grievances received by the Detroit Continuum of Care filed against any CoC Funded Agencies. [Follow this link](#) for more information on how grievances are substantiated in the CoC. This scale will be integrated into the evaluation process for all renewal projects in the annual CoC Funding Competition. A range of 0-5 points will be deducted from the *project's* score based upon the severity of the grievance. An additional 5-10 points may be deducted from all projects within an *agency* if the agency is noncompliant with the grievance process and/or if retaliation occurs against a client for filing a grievance (up to 5 points for each action – noncompliance and retaliation). If an agency has a substantiated grievance for a NON-CoC funded homeless program, the funding entity is given discretion on whether to deduct points from their annual funding assessment of the program. However, if the agency is noncompliant with the grievance process and/or if there is evidence of retaliation against the client, 5 – 10 points may still be deducted from all of that agency's CoC funded projects. Retaliation is defined within the grievance procedure. Noncompliance is defined as refusal of the agency to respond to the request(s) for information related to the grievance and/or refusal to carry out follow-up required by the committee.

Procedure:

Client grievances will be reviewed by the Grievance Review Committee (a committee of CoC Board Members), as described in the policy linked above. If the grievance is substantiated, a rating from 0-5 will be given by the committee following the review of the grievance. Each individual committee member will assign a score based upon the severity of the grievance. The committee may use ½ points when assigning a rating. Those scores will then be averaged to determine the final number of points assigned to that grievance. The assigned points will be deducted from the score of the *project* the grievance was filed against. The scoring examples below are given to guide the committee when assigning a point value to the grievance, and are **not meant to be an exhaustive list** of the types of situations that could result in a specific score given. The CoC Lead Agency will track grievance scores and report them to the full board quarterly.

Mild Severity: 0-1

Examples

- Agency provided the client with Inadequate case management
- Agency did not clearly explain policies/procedures to the client

Medium Severity: 2 to 3

Examples

- Provider's actions violated a programmatic policy or procedure other than a regulatory requirement
- Provider misinterpreted a HUD regulation

Extreme Severity: 4 to 5

Examples

- Situation resulted in client being unlawfully evicted
- Situation resulted in client losing other viable housing opportunities
- Provider's actions violated a HUD regulation
- Agency violated the CoC's Equal Access/Anti-Discrimination Policy

Scenario 1:

A grievance filed against an agency's PSH project is substantiated. The committee gives it a final score of 2. Agency had complied with all requests for information and there was no evidence of retaliation against the client. They also carried out the follow up required by the committee. Two (2) points will be deducted from this *project's* renewal score in the competition. No points will be deducted from any other projects in the agency.

Scenario 2:

A grievance filed against an agency's RRH project is substantiated. The committee gives it a final score of 3. The agency had not complied with requests for information and there evidence of retaliation against the client. Thirteen (13) points will be deducted from the *project's* renewal score in the competition. Ten (10) points will be deducted from the score of all other projects implemented by the *agency*.



**Detroit Continuum of Care
FY2020 Request for Proposals
Availability of New Project Funding for New and Expansion Projects
November 10, 2020**

Applications Due Date: 12:00 PM on January 8, 2021

TABLE OF CONTENTS	
SECTION	PAGES
I. Background	2
II. Defining New and Expansion Project	2
III. Amount of New Project Funding Available	2
IV. Potential Grant Transfer	4
V. New or Expansion Project Start Dates	4
VI. Ineligible New Project Types	4
VII. Agency Submission of Multiple Project Applications	4
VIII. PSH Applications Requesting Supportive Services Only	4
IX. New Project Funding Priorities	4
X. Project Target Populations to be Served for PSH and RRH Projects	5
XI. Project Review and Scoring	6
XII. Applicant Eligibility Criteria	6
XIII. Applicant Webinar	6
XIV. Project Requirements	7
XV. Allowable Costs Applicants May Request	11
XVI. Applicant Competitive Characteristics	11
XVII. Project Quality Expectations	12
XVIII. Project Performance Expectations	13
XIX. Terms and Definitions	14
XX. Additional Information to be Provided in HUD's NOFA	17
XXI. Application Materials Due Date and Submission Instructions	17
XXII. Contact Information	17
XXIII. Scoring Criteria for New Project Applications in FY2020 CoC Competition	18
XXIV. Scoring Criteria for Expansion Grants (PSH, RRH, and DV RRH)	26

I. Background

In the FY2020 Continuum of Care (CoC) competition, the Detroit CoC is soliciting proposals from applicants to request new project funding. Applications will be accepted to fund new projects (projects that do not currently receive CoC funding) or expansion projects (projects that do currently receive CoC funding). Applications will be considered for the following project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Coordinated Entry Supportive Services Only (CE-SSO). Additionally, applications will be accepted for Rapid Rehousing (RRH) projects targeted to persons fleeing Domestic Violence. See below for an explanation of “new” and “expansion” projects.

Prospective applicants are encouraged to review these materials carefully. Applications are due to HAND by **12:00 PM on January 8, 2021.**

As of the release of this RFP, the Department of Housing and Urban Development (HUD) has not released the Notice of Funding Availability (NOFA) for the FY2020 CoC competition. Therefore, the content, deadlines, and amount of funding available given in this RFP are subject to change based on HUD’s NOFA or based on additional communication from HUD.

II. Defining New and Expansion Projects

The CoC will accept applications for both new and expansion projects. These project types are defined as follows:

- *New projects*: Projects that do not currently receive Continuum of Care funding that are requesting CoC funding for the first time.
- *Expansion projects*: Projects currently receiving Continuum of Care funding that are requesting additional funds to add new (ie, additional) units and/or expand services to the existing project. An expansion project may request funding for a budget line item it currently does not have or to add funds to an existing budget line item. An example of an existing project requesting new funds to expand services would be if a PSH project currently receives Continuum of Care funding to only provide rental assistance, that project could apply for new funding and request a supportive services budget line. This is only an example, as expansion funding is not limited to only currently funded PSH projects.

Both *new projects* and *expansion projects* are funded using new project funding or reallocated funding. Therefore, both types of projects are considered new by both HUD and the CoC because both types of projects are requesting new project funding to support project activities. The evaluation criteria for new and expansion projects differs and is given in **Sections XXIII and XXIV.**

III. Amount of New Project Funding Available

As of the release of this RFP, the total amount of available new project funding is not known. Prospective applicants must note that the final amount of new project funding available will not be known until the release of the FY2020 CoC NOFA or further communication from HUD. Therefore, the final amount of new project funding available to the CoC may be significantly different than the estimates given in the tables below.

The tables below are an estimate of how much new project funding may be available and the types of new and expansion project applications the CoC will consider. The number of new and/or expansion projects the CoC submits to HUD depends upon the number and quality of applications received and the total amount of funding available.

There are three sources of funding for new or expansion projects: Reallocated funding, CoC Bonus and Domestic Violence Bonus. These funding types are defined as:

- **Reallocated Funding:** Funds from an existing CoC project taken from that project and used to fund new or expansion projects.
- **CoC Bonus:** Entirely new project funding HUD typically makes available to CoCs each year; information on the amount and allowable uses of these funds is given in the annual NOFA published by HUD. These funds may be used to fund new or expansion projects. CoC bonus funds may be combined with reallocated funds.
- **Domestic Violence Bonus:** Entirely new project funding HUD typically makes available to CoCs each year to develop projects specifically targeted to persons fleeing domestic violence; information on the amount and allowable uses of these funds is given in the annual NOFA published by HUD. These funds may be used to fund new or expansion projects. DV bonus funds may not be combined with reallocated funds.

Reallocated Funding and CoC Bonus		
Estimated amount of funding available (Reallocated and CoC Bonus combined)	\$1 to \$2 million	
Types of project applications the CoC will consider:	New Projects	Expansion Projects
Permanent Supportive Housing targeted to chronically homeless single adults (scattered site or project based)	Yes	Yes
Rapid Rehousing for families, individuals, or youth	Yes	Yes
Coordinated Entry SSO (CE-SSO)	Yes	Yes

Domestic Violence (DV) Bonus		
Estimated amount of funding available	\$1.5 to \$2.5 million	
Types of project applications the CoC will consider:	New Projects	Expansion Projects
Rapid Rehousing for persons fleeing domestic violence	Yes	Yes
Rapid Rehousing portion of an existing Joint Component TH-RRH project	No	Yes

A currently existing CoC funded Rapid Rehousing project not currently funded with DV Bonus funding may apply as an expansion project for new DV Bonus to expand and add new (additional) units/services to specifically serve persons fleeing domestic violence with the expansion portion of the project.

Amount of Funding Applicants May Request

There is no limit to the amount of funding an applicant may request; 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.

Assumption of New Project Funding Availability

Prospective applicants should note that as of the release of this RFP, there is no guarantee there will be any new project funding available for the CoC to fund new or expansion projects in the FY2020 CoC Competition. Prospective applicants are still encouraged to respond to this RFP, as the responses to the RFP will assist the CoC in understanding provider interest and capacity in receiving CoC funding and will help inform future planning.

IV. Potential Grant Transfer

The Detroit CoC has an existing PSH project intending to voluntarily relinquish its CoC grant. In order to ensure these funds remain in the Detroit CoC, the CoC intends to transfer these funds to another agency. The outcome of the applications received for new PSH funding in response to this RFP will help the CoC decide which agency the CoC may consider transferring these funds to. The amount of funds that would be available via this grant transfer is less than \$150,000.

V. New or Expansion Project Start Dates

If funded, new or expansion projects would have the following start dates:

- New Projects: The project start date would be determined based on when HUD issues grant agreements. In general, new projects funded in the FY2020 CoC competition would likely start in the fourth quarter of 2021.
- Expansion Projects: Expansion projects will have the same start date as the currently funded CoC funded project.

VI. Ineligible New Project Types

In the FY2020 CoC competition, the following types of new or expansion project applications will not be considered:

- HMIS
- Coordinated Entry SSO for Domestic Violence
- Joint Component TH-RRH (other than an expansion of RRH portion of an existing TH-RRH project)
- PSH that is not targeted to chronically homeless single adults or the population that meets the DedicatedPLUS definition
- Transitional Housing

VII. Agency Submission of Multiple Project Applications

An agency may submit as many project applications as it likes. Applicants will note there are different project applications for different types of projects (PSH, RRH, CE-SSO). Applicants must submit the appropriate application for the type of project(s) they are requesting funding for. Multiple applications from the same agency will be reviewed, evaluated, and ranked independent of each other. Project applications are available on HAND's website at www.handetroit.org/continuum-of-care-funding.

VIII. PSH Applications Requesting Supportive Services Only

New in the FY2020 CoC competition, applicants applying for PSH funding may submit an application requesting only supportive services funding. This applies to both new project applications (ie, projects that do not currently receive CoC funding) and expansion project applications (currently funded CoC PSH projects).

Applicants will note that the budget to be submitted with PSH project applications requires significantly more detail than previous competitions, and applicants are encouraged to review and complete this budget form carefully.

IX. New Project Funding Priorities

The CoC will accept new project applications for the types of new and expansion projects given above in **Section III**. It is anticipated there will not be sufficient funding to fund all new or expansion project applications. Therefore, funding for new and expansion project applications will be allocated according to the following priorities.

A. New Project Priorities for CoC Bonus Projects

In alignment with our CoC's goal of ending chronic homelessness, CoC Bonus funding (combined with any reallocated funding that may be available) will be allocated to new or expansion project applications in the following order of priority.

1st Priority: First, the CoC will fund new or expansion PSH projects that include in their application a request for CoC funding to fund additional new units of PSH, with a baseline goal of at least 40 new units of PSH being funded. Funding will be allocated to projects based on overall score received on project application.

- Note: New or expansion project applicants requesting more than 40 new units may be submitted to HUD for the full number of units requested depending upon the quality of the application and the amount of funding available.

2nd Priority: If funds remain after allocating CoC bonus funding to projects under the 1st priority, the CoC will fund new or expansion PSH projects requesting supportive services funding only. Funding will be allocated to projects based on overall score received on the project application.

3rd Priority: If funds remain after allocating CoC bonus funding to projects under the 2nd priority, the CoC will fund remaining new or expansion PSH projects. Funding will be allocated to projects based on overall score received on the project application.

4th Priority: If funds remain after allocating CoC bonus funding to projects under the 3rd priority, the CoC will fund new or expansion RRH projects. Funding will be allocated to projects based on overall score received on the project application.

5th Priority: If funds remain after allocating CoC bonus funding to projects under the 4th priority, the CoC will fund new or expansion CE-SSO projects. Funding will be allocated to projects based on overall score received on the project application.

B. New Project Priorities for Domestic Violence Bonus Projects

Domestic Violence (DV) Bonus funding will be allocated to new or expansion project applications in the following order of priority.

1st Priority: First, the CoC will fund new or expansion RRH projects for persons fleeing domestic violence. Funding will be allocated to projects based on overall score received on the project application.

2nd Priority: If funds remain after allocating DV Bonus funding to projects under the 1st priority, the CoC will fund expansion projects that seek to expand the RRH portion of a current CoC-funded Joint Component TH-RRH project. Funding will be allocated to projects based on overall score received on the project application.

X. Project Target Populations to be Served for PSH and RRH Projects

New or expansion PSH or RRH projects are to be targeted to the following populations:

- New or expansion PSH must be targeted to chronically homeless single adults, including people who meet the definition of "DedicatedPLUS", as defined in [Section XIX](#). All referrals to PSH projects will be made in accordance with the CoC's prioritization policies.
- New or expansion RRH must be targeted to families, individuals, *or* unaccompanied youth who meet the Category 1 and/or Category 4 definition of homeless. See [Section XIX](#) for a definition of the categories of homelessness.
- New or expansion RRH requesting the Domestic Violence Bonus funding *must* serve persons fleeing/attempting to flee domestic violence. See [Section XIX](#) for details.

XI. Project Review and Scoring

All new and expansion projects will be reviewed and scored against established evaluation criteria. This evaluation criteria are given in **Sections XXIII to XXIV** below. Applications not scoring at least 70% of the points possible will not be given further consideration for funding. Details on how new and expansion projects will be reviewed and scored may be found in the “Detroit CoC Funding Application Review and Ranking Process” policy, found [here](#). It is anticipated decisions will be made on which application(s) will be submitted to HUD for funding in early 2021.

A. Audit Review

All projects seeking new or expansion funding will be required to submit the following:

- Organization’s most recent financial audit, including the most recent A-133 audit, if applicable.
- Monitoring reports and additional applicable documentation from HUD for CoC program monitoring done from June 2017 to March 2020.
- Monitoring reports and additional applicable documentation from the City of Detroit for ESG/CDBG homeless program monitoring done from June 2017 to March 2020.

These audits and monitoring reports will be reviewed. Any outstanding items will result in a deduction of points from the overall project score. “Outstanding” means no corrective action plan submitted, or the corrective action plan that was submitted was not accepted.

If the CoC is made aware of outstanding audit findings other than what is given in the submitted documents (such as findings from another funder, the Office of Inspector General, etc) the CoC may take the results of that report into consideration as well. The CoC reserves the right to not fund new or expansion projects in the event of significant concerns regarding an organization’s financial capacity.

XII. Applicant Eligibility Criteria

Eligible applicants for new or expansion project funding must meet the following criteria to apply for new or expansion 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, the applicant must be in good standing with HUD. HAND will inform the local HUD Field Office which agencies are applying for new project funding in FY2020.

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

XIII. Applicant Webinar

Applicants are **strongly encouraged** to attend a live webinar on at **2:00 PM on November 16, 2020** where the details of this RFP will be reviewed and questions will be answered. This webinar will be recorded and posted to HAND’s website within a few days following the webinar.

The webinar will be held via Zoom, and applicants may register for it [here](#).

XIV. Project Requirements

A. General Requirements for All Project Types

All new or expansion projects are expected to meet the following requirements:

- 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

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

- 2) Adherence to the CoC’s [Written Standards](#).
- 3) The project must participate in the Detroit CoC’s Coordinated Entry Process, known local as the Coordinated Assessment Model (CAM). Participation in the CAM process includes filling unit vacancies for the project *only* via referrals from CAM and being compliant with the CAM Policies and Procedures. These Policies and Procedures may be found [here](#).
- 4) Permanent Supportive Housing (PSH) projects must also comply with [these policies and procedures](#) related to the CAM process.
- 5) Rapid Rehousing (RRH) projects must also comply with these [policies and procedures](#) related project implementation.
- 6) The project must comply with all program regulations as found in the [Continuum of Care Program Interim Rule 24 CFR Part 578](#).
- 7) The agency must 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. If an agency is funded with Domestic Violence Bonus Funding, that project may need to use a comparable database for data entry and reporting. Details on when a comparable database will be required may be found [here](#). The Detroit CoC HMIS Policies & Procedures may be found [here](#).
- 8) Recipients of CoC funding are required to provide a 25% cash or in-kind match on all budget lines except for leasing, which does not require match. The budget forms applicants will complete will assist with calculating the match requirements.
- 9) The applicant must demonstrate an ability to enroll the first participant within 3 months of receiving the grant agreement, for both PSH and RRH projects. If the PSH project is a project-based project requiring rehabilitation, the 3-month expectation will begin after rehabilitation is completed.

- 10) 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](#) and [here](#). HAND staff will also provide additional assistance on the completion of Environmental Review documentation when needed.
- 11) An assessment fee is required from all agencies receiving Continuum of Care funding at the amount of .75% of the CoC funding received. For example, an agency that receives \$100,000 in CoC funding is required to pay an assessment fee of \$750. This assessment fee is payable to the CoC Lead Agency to support the CoC infrastructure costs needed to carry out the lead agency duties. Invoices for assessments are generated annually once CoC awards are announced by HUD

B. Additional Requirements for PSH

In addition to the general project requirements above, new or expansion PSH must also meet the following requirements. Applications that do not meet these requirements will not be considered.

- 1) **Applications will not be considered for Single Room Occupancy (SRO) style units.** Any application proposing SRO style units will not be reviewed. Specifically, units in the proposed project must meet these minimum standards:
 - a. Private living/sleeping space (ie, tenant is not required to share unit with another person unless he/she chooses).
 - b. Each unit must have its own private bathroom that is not shared with another person.
 - c. Each unit must provide the tenant a space to prepare and store his/her own food within the unit. At the minimum, this space should include the appropriate appliances that would allow a tenant to safely prepare, store, and cook food.
- 2) Must be targeted to chronically homeless single individuals and single adults meeting the definition of "DedicatedPLUS" as given in [Section XIX](#) below.
- 3) New or expansion PSH projects will be required to be "DedicatedPLUS" projects. The definition for "DedicatedPLUS" is given in [Section XIX](#) below. Having "DedicatedPLUS" unit in the CoC allows for greater flexibility in housing resources.
- 4) May only request a 1-year budget.
- 5) Scattered-Site PSH Only: Project must provide scattered-site leasing or rental assistance, although this assistance may be funded by sources other than CoC funding.
- 6) Project-Based PSH: 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 3 months after the award of funds (or 3 months after the completion of rehab work, if applicable). 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.

C. Additional Requirements for Rapid Rehousing

In addition to the general project requirements above, new or expansion Rapid Rehousing projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Must provide tenant-based rental assistance only.

- 2) RRH projects may serve families, individuals, or unaccompanied youth who meet the criteria of being Category 1 and/or Category 4 homeless.
- 3) If applying for Domestic Violence Bonus funds, the project must exclusively serve persons fleeing/attempting to flee domestic violence. See [Section XIX](#) for more details.
- 4) 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.
- 5) May only request a 1-year budget.

D. Additional Requirements for Coordinated Entry SSO (CE-SSO)

In addition to the requirements above, new or expansion CE-SSO projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Must submit a letter of support from the CAM Governance Committee with project application. See project application for details.
- 2) May only request a 1-year budget.
- 3) Allowable Activities That May be Requested
In addition to the general project requirements above, for the FY2020 competition, new or expansion CE-SSO projects may only request funds to carry out Access Point and/or Navigation Activities, as defined in this section. Applicants desiring to request funds for activities other than this must provide data demonstrating how those activities meet a Coordinated Entry need.

a) Access Point Activities

“Access Points” are virtual (via a telephone number) and physical locations in Detroit that persons experiencing homelessness, or who are at-risk of homelessness, contact as the first step to accessing the homeless service system in Detroit. An agency receiving funding to provide Access Point activities will be expected to carry out ***all of*** the following Access Point activities:

- i. Provide both a call-in (telephone number) and/or physical location in Detroit for clients to access homeless services. Physical access sites must be offered taking necessary precaution to prevent the spread of COVID-19, including use of personal protection equipment, social distancing, and cleaning/sanitizing protocols.
- ii. Practice diversion as a first response to persons seeking emergency shelter.
- iii. Assess person unable to be diverted from shelter using the VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool).
- iv. Access Point staff will make a preliminary determination if the person is experiencing chronic homelessness.
- v. Refer clients to emergency shelter.
- vi. Refer clients to other housing resources.
- vii. Complete Housing Choice Voucher (HCV) applications for eligible clients.
- viii. Track clients through the CAM process into housing. The “CAM process” for this point is defined as the Access- Assess-Assign process of moving a person from homelessness into housing.
- ix. Monitor that appointments are made between clients and Navigation staff.
- x. Provide effective and clear communication to clients (in both verbal and written formats) to persons with disabilities and/or limited English proficiency. Access Point staff must have access to

materials translated into commonly used languages and be able to access translation services when needed.

- xi. Receive and track emergency shelter bed availability, based on emergency shelter provider report.
- xii. Provide transportation to the Access Point or from the Access Point to shelter as needed on a case-by-case basis and as resources allow.
- xiii. Access Point staff may be required to completed Homeless Management Information System (HMIS) data entry in accordance with the HMIS Policies & Procedures and established data entry workflows.
- xiv. Access Point staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Access Point activities.
- xv. Access Point staff must adhere to the [Coordinated Assessment Model \(CAM\) Policies and Procedures](#).
- xvi. Access Point staff may be required to participate in various CoC committees and workgroups.
- xvii. In-person activities should be undertaken with necessary precautions to reduce the risk of exposure to, or spread of, COVID-19.

b) Navigation Activities

“Navigators” are staff who serve as the main point of contact for homeless households who are eligible for Permanent Supportive Housing (PSH) based on the client’s SPDAT score. An agency receiving funding to provide Navigation activities will be expected to carry out ***all of*** the following Navigation activities:

- i. Communicate with the CAM Lead Agency appointment time slots for navigation using the Salesforce database.
- ii. Assesses consumers for PSH eligibility (ie, presence of a disability).
- iii. For consumers with no disability, Navigators will complete the Housing Choice Voucher (HCV) pre-application and CAM HMIS referral.
- iv. Completing VI-SPDATS and full SPDAT Assessments for individuals or families to determine housing need and begin development of housing plan.
- v. Complete Housing Choice Voucher (HCV) applications for eligible clients.
- vi. Develop a client-centered Individualized Housing Assistance Plan (IHAP) and monitor plan bi-weekly, documenting progress in HMIS, until consumer is matched to a PSH provider. The IHAP should be completed in person (with appropriate COVID safety precautions), and at the initial Navigation meeting with consumer.
- vii. Provide community resources and referrals to address barriers identified in the IHAP and provide direct assistance in accessing these resources.
- viii. Provide in-person case management (with appropriate COVID safety precautions), and supports coordination to assist consumers with obtaining necessary documentation required for housing. Such documentation may include, but may not necessarily be limited to: government-issued ID, Social Security cards/Social Security statements, birth records, homeless verification, verification of chronic homelessness, verification of disability, proof of income, and DD-214 for veterans.
- ix. Explain to consumers PSH prioritization process as outlined in PSH Match Policy & Procedures.
- x. Provide consumers with bi-weekly PSH match status updates following the bi-weekly PSH match meetings.
- xi. Ensure consumer’s Verification of Homelessness is within 30 days, prior to PSH match.
- xii. Provide necessary support to consumer following PSH match to facilitate successful placement into permanent housing.
- xiii. Communicate with CAM Lead Agency staff when a consumer should be moved to “inactive” status on PSH Prioritization list.

- xiv. Work collaboratively with the CAM Lead Agency and other partners to deliver effective and efficient coordinated entry services.
- xv. Complete required data entry into the Homeless Management Information System (HMIS) in accordance with HMIS Policies and Procedures.
- xvi. Navigation staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Access Point activities.
- xvii. Navigation staff must adhere to the [Coordinated Assessment Model \(CAM\) Policies and Procedures](#).
- xviii. Navigation staff may be required to participate in various CoC committees and workgroups.
- xix. In-person activities should be undertaken with necessary precautions to reduce the risk of exposure to, or spread of, COVID-19.

c) Other Activities Besides Access Point or Navigation Activities

Applicants requesting funds for activities other than Access Point or Navigation Activities must demonstrate, using data, that the proposed activities would need a community Coordinated Entry need. The applicant will describe this need in the CE-SSO application.

XV. Allowable Costs Applicants May Request

The chart below indicates the budget lines that different project types may request. All projects are limited to requesting 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. See **Section XIX** for an explanation of the different types of Rental Assistance.

Budget Lines	PSH (Scattered-Site)	PSH (Project-Based)	RRH	CE-SSO
Rental Assistance	Yes <i>(TBRA or SBRA only)</i>	Yes <i>(PBRA or SBRA only)</i>	Yes <i>(TBRA only)</i>	No
Leasing	Yes	Yes	No	No
Leased Units	Yes	Yes	No	No
Operating	Yes	Yes	No	No
Supportive Services <i>(limitations on the types of supportive services allowed are given in budget charts)</i>	Yes	Yes	Yes	Yes
HMIS	Yes	Yes	Yes	Yes
Administrative Costs <i>(up to 7% of project costs)</i>	Yes	Yes	Yes	Yes

Note the following budget lines may not be combined in a single PSH project:

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

XVI. Applicant Competitive Characteristics

In addition to the required eligibility criteria above, applicants applying for new or expansion funding that are able to demonstrate the following may earn a higher score on their project application and therefore may be more competitive to receive funding. These competitive characteristics include:

- 1) Experience of successfully implementing programming of the same kind as that being requested (ie, PSH, RRH, or Coordinated Entry).
- 2) PSH projects that demonstrate a case manager to client ratio no more than 1:20, and RRH projects that demonstrate a case manager to client ratio of no more than 1:25.

- 3) A demonstrated ability to leverage Medicaid resources for support services provided within a person's residence.
- 4) A demonstrated capacity and experience in successfully managing federal funding.
- 5) A demonstrated ability to implement homelessness programming using a Housing First approach.
- 6) An ability to demonstrate that current leases or subleases for clients do not require service participation.
- 7) Experience of successfully using the Homeless Management Information System (HMIS), and adherence to the HMIS Policies and Procedures.

XVII. Project Quality Expectations

Applicants are encouraged to review the resources below to ensure their project aligns with best practices related to project quality.

A. Permanent Supportive Housing

Over the past year, the Detroit CoC has taken intentional steps to ensure CoC resources are used to support high-quality PSH programming in the Detroit CoC. The Detroit CoC defines quality PSH as:

QUALITY SUPPORTIVE HOUSING IN DETROIT uses a tenant-centered approach for households facing multiple barriers to housing. High quality supportive housing quickly moves households into housing of their choosing and ensures housing stability by engaging households in voluntary, flexible and coordinated supportive services, and attending to households' connections to community. Program termination is a last resort after all other options have been exhausted, and the housing provider will work with all project partners to prevent eviction. The quality of a supportive housing program will be determined using multiple and varied pieces of information including, but not limited to: client outcomes, policies, procedures, budget and staffing.

The Detroit CoC is working closely with the Corporation for Supportive Housing (CSH) to further our work of advancing quality PSH programming. Applicants are encouraged to familiarize themselves with the following CSH resources, as the CoC has will be engaging with CSH in the coming years to ensure PSH programs in Detroit align with these quality standards. These resources include:

- [Dimensions of Quality Supportive Housing Guidebook](#): The Dimensions of Quality Supportive Housing Guidebook was developed to assist agencies considering developing PSH or that already operate PSH.
- The accompanying [Supportive Housing Quality Toolkit](#) additionally identifies key aspects and characteristics of high-quality PSH projects.
- Applicants are also encouraged to take the CSH [Quality Supportive Housing Self-Assessment](#), to see how their project aligns with the standards in the assessment.

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 PSH, applicants should note the following are key factors 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 and program termination policies.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

B. Rapid Rehousing

Applicants applying for RRH funding are encouraged to review the following resources that identify core components and best practices for Rapid Rehousing projects. These documents include:

- [Rapid Rehousing Brief](#) (published by HUD in July 2014)
- [Rapid Rehousing: A History and Core Components](#) (published by the National Alliance to End Homelessness in April 2014)
- [Core Component of Rapid Rehousing](#) (published by the National Alliance to End Homelessness in February 2014)
- [Rapid Rehousing Toolkit](#) (published by the National Alliance to End Homelessness in 2016)

While these documents address several factors to consider for quality Rapid Rehousing, applicants should note 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 obtaining and maintaining housing, including a review of the organization's eviction prevention policies and program termination policies.
- How the project will assist participants with accessing mainstream services.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

XVIII. Project Performance Expectations

Agencies receiving funding for PSH, RRH, or CE-SSO projects will be evaluated on an annual basis for project performance. Project performance is a factor the CoC considers deciding whether to continue funding a project once the initial grant term ends. Applicants should note the following key metrics that have historically been used to evaluate projects. Note this is not an exhaustive list, as evaluation metrics for renewal projects may be modified annually:

A. PSH Projects

- Percentage of program participants who either retain their PSH placement or exit the program to other permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)
- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures
- Compliance with HMIS and CAM requirements

B. RRH Projects

- Percentage of program participants who exit the program to other permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)
- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures

- Compliance with HMIS and CAM requirements

C. CE-SSO Projects

- Client satisfaction with Navigation and Access Point services
- Percentage of “match ready” packets submitted by Navigators
- Compliance with requirements related to submission of Housing Choice Voucher (HCV) applications
- Length of time to fulfill PSH and RRH vacancy requests
- Compliance with HMIS requirements

XIX. Terms and Definitions

The following terms and acronyms are used throughout this RFP and the accompanying project applications.

Categories of Homelessness

Category 1 Homeless (Literally Homeless)

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is 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
3. 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

Category 2 Homeless (Imminent Risk of Homelessness)

An individual or family who will imminently lose their primary nighttime residence, provided that:

1. Residence will be lost within 14 days of the date of application for homeless assistance; and
2. No subsequent residence has been identified; and
3. 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.

Category 3 Homeless (Homeless Under Other Federal Statutes)

Not included as this does not apply to the Detroit CoC.

Category 4 Homeless (Fleeing/Attempting to Flee Domestic Violence)

Any individual or family who:

1. 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; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically Homelessness

(1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; or

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Note: New (or expansion) PSH projects funded with this RFP must be targeted to chronically homeless single individuals.

DedicatedPLUS

All new PSH funded in FY2020 must have all units be “DedicatedPLUS”. DedicatedPLUS PSH projects may serve the following populations:

1. People who are chronically homeless; or
2. People residing in TH that will be eliminated who met the definition of chronically homeless upon entry to the project; or
3. People 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; or
4. People who are residing in a joint TH-RRH project who were chronically homeless upon entry into that project; or
5. 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
6. People receiving assistance through a VA funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.

Domestic Violence

For the purpose of projects requesting Domestic Violence Bonus funding, persons would be eligible if they meet Category 4 of the homeless definition, which is individuals or families who:

1. 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; and
2. Has no other residence; and

3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

HUD has also clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 (given above); and, therefore, these individuals or families may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family is fleeing or attempting to flee human trafficking that has:

1. either taken place within the individuals or family's primary night-time residence;
2. made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; or
3. the individual or family lacks the resources or support networks to obtain other permanent housing.

Homeless Management Information System

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to persons who are homeless or at risk of homelessness. HAND is designated locally to manage the HMIS system in Detroit. Agencies that receive CoC funding are required to use the system. The information collected in the system is analyzed and utilized to help drive local and federal decisions.

Leasing vs. Rental Assistance

Applicants applying for new PSH projects may apply for either leasing or rental assistance, unless the applicant is applying for an expansion grant in which case the expansion grant must be the same budget line as the grant being expanded. [*HUD has provided materials here describing the differences between leasing and rental assistance.*](#) There are significant regulatory differences between these two budget lines, and applicants must ensure they understand the requirements of the budget lines they are requesting.

Permanent Supportive Housing (PSH)

Long-term housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. Locally and nationally, PSH is the resource most frequently prioritized to help address the needs of people experiencing chronic homelessness.

Rapid Re-Housing (RRH)

While financial assistance is temporary, RRH falls under the “permanent housing” umbrella. RRH is designed to help households that don’t need intensive and ongoing supports to quickly exit homelessness and return to permanent housing by providing short to medium term rental assistance (up to 24 mo.) and case management.

Scattered Site vs Project Based Housing

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

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

Types of Rental Assistance

Project Based Rental Assistance (PBRA)

In project-based rental assistance, program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants do not retain the rental assistance if they relocate to a unit outside the project; the subsidy remains with the project.

Tenant-Based Rental Assistance (TBRA)

TBRA provides rental assistance to homeless individuals or families for a rental unit of their choosing. Program participants select any appropriately sized unit within the CoC's geographic area. If the program participant chooses to locate another unit, the rental assistance will follow that person to the new unit (provided they have not met the maximum amount of time they may receive assistance in RRH).

Sponsor-Based Rental Assistance (SBRA)

In SBRA, the recipient contracts with a sponsor agency (the service provider) who located and rents housing units. The sponsor (service provider) then subleases the units to participants. If the program participant moves out of the unit, the sponsor can then sublease that unit to the next program participants.

XX. Additional Information to be Provided in HUD's NOFA

This RFP is being released by the Detroit CoC prior to the release of HUD's Notice of Funding Availability (NOFA). Once the NOFA is released, or more communication is provided by HUD, it is anticipated the following information will be made known at that time:

- If the CoC will be required to rank new or expansion projects into either Tier 1 or Tier 2. It is presently assumed all projects submitted to HUD for funding will be required to be ranked within the CoC's Tier 1/Tier 2 ranking. The CoC's project ranking policies for FY2020 have not yet been developed as of the release of this RFP. When developed, they will be posted on HAND's website here: <https://www.handetroit.org/continuum-of-care-funding>
- Any additional requirements regarding eligible populations to be served.
- The amount of CoC Bonus and Domestic Violence Bonus funding available.
- Additional programmatic requirements for new projects.

Additional information, once made known, will be posted to HAND's website at:

<https://www.handetroit.org/continuum-of-care-funding>

XXI. Application Materials Due Date and Submission Instructions

Application materials are due to HAND by **12:00 PM on January 8, 2021**. Applications submitted after the due date will not be considered.

Applications are to be submitted only electronically (via email). Applications should *not* be submitted in person. Materials are due **12:00 PM on January 8, 2021** and should be scanned and emailed as a PDF file(s) directly to Amanda Sternberg at amanda@handetroit.org.

You may either scan the entire application packet and attachments as one PDF document or submit as separate PDF documents. You will receive an email response confirming material submission.

XXII. Contact Information

For questions or additional information, contact Amanda Sternberg at amanda@handetroit.org or (313) 969-1882.

XXIII. Scoring Criteria for New Project Applications in FY2020 CoC Competition

Evaluation Criteria for New Housing Projects (PSH, RRH, and DV RRH)

Applications applying for new funding will be scored and evaluated on the following components. This scoring criteria applies to new project applications, meaning applications for projects that do not currently receive CoC funding. Scoring criteria for *expansion* projects and CE-SSO projects are given below. There are some variations in the components to be evaluated, based on the type of project being applied for. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible. Changes from the 2019 scoring criteria are also given.

Threshold Score

Projects scoring 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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
Applicant Experience & Capacity	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants, including ramping up new FY18 projects if applicable Status of compliance with a CoC Corrective Action Plan over the past two years, if applicable Extent to which application currently operates housing of the kind it is applying for Clarity of roles of partners on project (if applicable) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Leveraging Experience	<ul style="list-style-type: none"> The extent to which the project is able to leverage other resources into the project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Project Description	<ul style="list-style-type: none"> Target Population Clarity of overall description of project Projected outcomes Coordinating with other partners <p><u>Change from 2019</u></p>	10 (7%)	10 (7%)	10 (7%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> None 				
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) For PSH programs, applicant will be asked about program staff availability and process for tracking referrals. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following completion of rehab if required of project (with non-CoC dollars) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Participation in CAM	<ul style="list-style-type: none"> Up to 5 points awarded proportionally based on points the agency earned on the CAM participation portion of its renewal application(s). For example, if an agency earned 50% of the points possible for CAM participation in the renewal application, that agency's new project application would earn 2.5 out of the 5 points for this section. Agencies that do not currently receive CoC PSH or RRH 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. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Relationships with Landlords	<ul style="list-style-type: none"> How the agency works with landlords to recruit their participation How agency ensures on-going communication and maintenance of positive relationships with landlords Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annual (ie, breakfasts, meet-and-greets, landlord fairs, etc). 	20 (13%)	N/A	20 (13%)	20 (12%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following local averages from 2019: <ul style="list-style-type: none"> PSH: 69 days or less (average lengths of time longer than this may still earn points for the applicant) RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				
Site Description	<ul style="list-style-type: none"> Description of the project site and its' appropriateness as PSH Applicant must demonstrate other funding/vouchers committed to this project, such as from the City, MSHDA, or DHC. Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc) If project need rehab, applicant must demonstrate commitment of other funds to cover rehab costs and timeline for completion of rehab work. Additional expertise will be sought in reviewing these projects. Threshold criteria: Projects may not be SRO; must have private sleeping, bathing, food prep areas. Projects that do not meet this standard will not be reviewed. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	N/A	20 (13%)	N/A	N/A
Housing First	<ul style="list-style-type: none"> Score earned on the extent to which project is able to demonstrate how it incorporates Housing First into its program Description of how Housing First is incorporated into programming Applicants must describe how they work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services. Review an example of lease (required attachment) 	10 (7%)	10 (7%)	10 (7%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				
Use of Peer Supports	<ul style="list-style-type: none"> Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> How peers are used as a part of the service team to enhance supports and services provided to tenants The supervision process for peer support specialists <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Obtaining and Maintaining Permanent Housing (narrative response)	<ul style="list-style-type: none"> Evaluates how project assists client with accessing and maintaining housing, including addressing barriers to housing and client choice. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Past Housing Outcomes (Data)	<ul style="list-style-type: none"> Application must provide data demonstrating housing outcomes Full points for demonstrating 90% of clients over past year obtained/maintained PH <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	10 (7%)	10 (7%)	10 (7%)	10 (6%)
Increasing Income/Employment (narrative response)	<ul style="list-style-type: none"> How clients are assisted to increase their income and employment What services are provided to help clients access employment resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	4 (3%)	4 (3%)	7 (5%)	7 (4%)
Past Employment Outcomes (Data)	<ul style="list-style-type: none"> Application must provide data demonstrating employment outcomes Full points for demonstrating 20% of clients over past year increased income/employment <p><u>Change from 2019</u></p>	8 (5%)	8 (5%)	15 (10%)	15 (9%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> None 				
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 	N/A	N/A	N/A	10 (6%)
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 	N/A	N/A	N/A	10 (6%)
Connecting Clients to Medicaid and other Mainstream Resources	<ul style="list-style-type: none"> Extent to which agency has activities in place to enroll persons in Medicaid or other mainstream resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible for PSH programs 	3 (2%)	3 (2%)	4 (3%)	4 (2%)
Client to Case Manager Ratio	<ul style="list-style-type: none"> New PSH will be expected to have case manager to client household ratios no higher than 1:20 New RRH will be expected to have case manager to client household ratios no higher than 1:25 <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase in points Points will be all or nothing; 1:20 (PSH) or 1:25 (RRH) is the expectation, anything higher than that will score 0 points. 	8 (5%)	8 (5%)	8 (5%)	8 (5%)
PSH Budget	<ul style="list-style-type: none"> Applicant will be required to provide detailed program services budget demonstrating how they will achieve the required 1:20 case manager to client ratio. Applicants demonstrating additional resources for services committed to the project will earn more points. Applicant will be required to indicate what portion of the supportive services budget is supported by Medicaid funding. Points can be earned for demonstrating use of Medicaid or other sources to fund supportive services. 	25 (17%)	25 (17%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> In addition to supportive services budget noted above, applicant will be asked what other funds will support the project and sources and uses of those funds. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increased point value 				
RRH Budget	<ul style="list-style-type: none"> Applicant must demonstrate how budget will allow them to achieve the required 1:25 case manager to client household ratio. Applicant will be asked what other funds will support the project and sources and uses of those funds. Points may be earned for demonstrating other sources of funding. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	N/A	N/A	17 (11%)	17 (10%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Per Unit Cost	<ul style="list-style-type: none"> Per unit cost as compared to other new projects under review Accounts for total project budget (all line items, all sources of funding) Projects with a significantly higher per-unit cost than other new projects under review earn fewer points. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
Renewal Project Component #1 Proportional Score (Increase in Employment/Income)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's renewal projects for Component #1. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects 	4 (3%)	4 (3%)	4 (3%)	4 (2%)
Renewal Project Component #2 Proportional Score (Housing Outcomes and Quality)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's renewal projects for Component #2. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects 	7 (5%)	7 (5%)	7 (5%)	7 (4%)
Renewal Project Component #3 Proportional Score (Spending)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's renewal projects for Component #3. Points will not apply to agencies that do not currently have CoC funded programs in Detroit at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein Audit will be reviewed separately, as noted below. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 "Outstanding" means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. Points will be deducted from applications score for outstanding audit findings. 	Up to -10 for unresolved or significant audit findings			

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> • None 				
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> • Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2020 that do not pass the renewal project threshold <u>Change from 2019</u> <ul style="list-style-type: none"> • None 				-10 if renewal(s) do not pass threshold
TOTAL POINTS POSSIBLE		150	150	150	170

XXIV. Scoring Criteria for Expansion Grants (PSH, RRH, and DV RRH)

Expansion grants are currently funded CoC projects applying for additional funding to expand their current project. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Current Project Score

The score given for each “Current Project Performance” component will be based on the amount of points the project earned on its renewal application, proportionally. For example, if a PSH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its renewal application, the project will earn 11.25 points (75% of 15) for the comparable component on its expansion grant.

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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
Applicant Experience	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants Clarity of roles of partners on project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Capacity to Expand	<ul style="list-style-type: none"> Extent to which project demonstrates administrative and staffing capacity to expand <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	7 (5%)	7 (5%)	7 (5%)	7 (4%)
Rationale for New Funding Request	<ul style="list-style-type: none"> Extent to which project presents a clear rationale for additional funding <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) For PSH programs, applicant will be asked about program staff availability and process for tracking referrals. 	8 (6%)	8 (6%)	8 (6%)	8 (5%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> New in 2020 for expansion applications. 				
Use of Peer Supports	<ul style="list-style-type: none"> Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> How peers are used as a part of the service team to enhance supports and services provided to tenants The supervision process for peer support specialists <u>Change from 2019</u> <ul style="list-style-type: none"> New in 2020 for expansion applications. 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Relationships with Landlords	<ul style="list-style-type: none"> How the agency works with landlords to recruit their participation How agency ensures on-going communication and maintenance of positive relationships with landlords Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annual (ie, breakfasts, meet-and-greets, landlord fairs, etc). Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following current local averages, which will be provided in RFP. <ul style="list-style-type: none"> PSH: 69 days or less (average lengths of time longer than this may still earn points for the applicant) RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <u>Change from 2019</u> <ul style="list-style-type: none"> New in 2020 for expansion applications 	18 (13%)	N/A	18 (13%)	18 (11%)
Site Description	<ul style="list-style-type: none"> Description of the project site and its' appropriateness as PSH Applicant must demonstrate other funding/vouchers committed to this project, such as from the City, MSHDA, or DHC. 	N/A	18 (13%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc) If project needs rehab, applicant must demonstrate commitment of other funds to cover rehab costs and timeline for completion of rehab work. Additional expertise will be sought in reviewing these projects. <p><u>Change from 2019</u> New in 2020 for expansion applications</p>				
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u> • New in 2020 for expansion applications</p>	N/A	N/A	N/A	10 (6%)
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u> • New in 2020 for expansion applications</p>	N/A	N/A	N/A	10 (6%)
Experience ramping up projects	<ul style="list-style-type: none"> Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <p><u>Change from 2019</u> • Reduction in points possible</p>	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following completion of rehab if required of project (with non-CoC dollars) <p><u>Change from 2019</u> • None</p>	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Housing First narrative response	<ul style="list-style-type: none"> Score earned on the extent to which project demonstrates incorporating Housing First into its program 	8 (6%)	8 (6%)	8 (6%)	8 (5%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants will be asked to describe how they work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services. Review an example of lease (required attachment) Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 				
Improvements in Client Outcomes	<ul style="list-style-type: none"> Description of expected improvements in client outcomes as a result of having a lower case manager to client ratio, if requesting funds to expand services. Description of how the quality of project programming and client outcomes will improve as a result of increased funding. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 	10 (7%)	10 (7%)	10 (7%)	10 (6%)
Budget	<ul style="list-style-type: none"> The provision of a detailed program services budget demonstrating additional resources for services committed to the project will earn more points. A description of the financial resources required for project to achieve 1:20 (for PSH) or 1:25 (for RRH) client to case manager ratios For PSH expansion, a description of the portion of the supportive services budget supported by Medicaid funding. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	20 (14%)	20 (14%)	20 (14%)	20 (13%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies submitting documentation of match may earn more points; match documentation is not required at time of application submission. 	3 (2%)	3 (2%)	3 (2%)	3 (2%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 				
Per Unit Cost	<ul style="list-style-type: none"> Per unit cost as compared to other new projects under review Accounts for total project budget (all line items, all sources of funding) Projects with a significantly higher per-unit cost than other new projects under review earn fewer points. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)	N/A	N/A
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <u>Change from 2019</u> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Renewal Project Component #1 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #1 for corresponding renewal project for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible for RRH projects 	10 (7%)	10 (7%)	13 (9%)	13 (8%)
Renewal Project Component #2 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #2 for corresponding renewal project for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	18 (13%)	18 (13%)	18 (13%)	18 (11%)
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #3 for corresponding renewal project for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> None 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Renewal Project Component #7 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #7 for corresponding renewal project for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	5 (4%)	5 (4%)	5 (4%)	5 (3%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	Up to -10 for unresolved or significant audit findings			
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2020 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	-10 if renewal(s) do not pass threshold			
TOTAL POINTS POSSIBLE		140	140	140	160

Renewal Project Proportional Score

The score given for each “Renewal Project Proportional Score” will be based on the amount of points the project earned on its renewal application, proportionally. For example, if a PSH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its renewal application, the project will earn 13.5 points (75% of 18) for the comparable component on its expansion grant.

XXIV. Scoring Criteria for CE-SSO Grants (New and Expansion)

The evaluation criteria for new Coordinated Entry SSO (CE-SSO grants) is given below, for both new and expansion CE-SSO grants. Expansion grants are currently funded CoC projects applying for additional new funding to expand their current project.

The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Applicant Experience	<ul style="list-style-type: none"> • Extent to which applicant is able to accurately describe the role and function of CE within the CoC system. • Extent to which applicant describes experience providing CE activities, specifically navigation and access point activities. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Decreased points for expansion projects to accommodate increase points elsewhere • Increased points for new applications as applicant experience in implementing a CE system is an important factor to evaluate. 	5 (4%)	22 (18%)
Capacity to Expand Or Take on New Grant	<ul style="list-style-type: none"> • Extent to which project demonstrates administrative and staffing capacity to expand or take on new funding. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Reducing points possible to account for new/increased scoring criteria elsewhere 	7 (6%)	N/A
Description of Proposed Activities and Rationale for New Funding Request	<ul style="list-style-type: none"> • Extent to which applicant clearly describes activities proposed to be carried out with funding, in alignment with allowable activities as given in the RFP (ie, Navigation and Access Point activities). • Applicant must describe how proposed activities will fill a gap in the CE system • Extent to which project presents a clear rationale for additional funding <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Increasing points to place more weight on this component. 	15 (13%)	20 (17%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Experience in Area of Request OR Data Demonstrating Proposed Activity meets other CE need and Experience in that area	<ul style="list-style-type: none"> Applicant must demonstrate its experience providing proposed activities based on allowable activities as given in the RFP (ie, Navigation and Access Point activities) <p>OR</p> <ul style="list-style-type: none"> If applicant proposes activities other than Navigation and Access Point activities, applicant must provide data demonstrating proposed activity meets other CE need and the applicant's experience providing those activities. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Increasing points to place more weight on this component. Aligns with recommendation from CAM Gov committee 	15 (13%)	35 (29%)
Experience ramping up projects	<ul style="list-style-type: none"> Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> New in 2020 to align better align with scoring criteria for other new project types. 	5 (4%)	5 (4%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will be able to begin funded activities within 3 months of signing grant agreement. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> New in 2020 to align better align with scoring criteria for other new project types. 	5 (4%)	5 (4%)
Housing First narrative response	<ul style="list-style-type: none"> Score earned on the extent to which project demonstrates a Housing First approach to CE. For the purposes of the activities to be funded by new CE-SSO funding, Housing First will be defined in the RFP as: <ul style="list-style-type: none"> Every attempt is made to place people into permanent housing as quickly as possible and without preconditions or service requirements. People are not screened out of the CE process due to perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. 	8 (7%)	8 (7%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<u>Change from prior year</u> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 		
Budget	<ul style="list-style-type: none"> Additional points may be earned if applicant is able to demonstrate an ability to utilize other, non-CoC resources, to support CE activities. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <u>Change from prior year</u> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 	20 (17%)	20 (17%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <u>Change from prior year</u> <ul style="list-style-type: none"> None 	3 (3%)	3 (3%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <u>Change from prior year</u> <ul style="list-style-type: none"> None 	2 (2%)	2 (2%)
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Spending current CoC CE-SSO grant(s) <u>Change from prior year</u> <ul style="list-style-type: none"> Reduced points to account for increase points elsewhere 	5 (4%)	N/A
Renewal Project Component #8 Proportional Score	<ul style="list-style-type: none"> CAM Lead or Implementing Partner <u>Change from prior year</u>	30 (25%)	N/A

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<ul style="list-style-type: none"> Increasing points to place more weight on this component as this is a measure of performance of current CE-SSO grantees. Increased point value also to align with how this component is weighted as compared to expanded PSH or RRH projects. 		
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	-10 for unresolved or significant audit findings	
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2020 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 		
THRESHOLD CRITERIA: Applicant must submit letter of support from CAM Governance Committee in order to be considered for review. Applications that do not have a letter of support from the CAM Governance Committee will not be reviewed.		Threshold criteria	
TOTAL POINTS POSSIBLE		120	120



**Detroit Continuum of Care
FY2021 Request for Proposals
Availability of New Project Funding for New and Expansion Projects
May 18, 2021**

Applications Due Date: 12:00 PM on June 25, 2021

TABLE OF CONTENTS	
SECTION	PAGES
I. Background	2
II. Defining New and Expansion Project	2
III. CoC Board Decisions on “Round 1” Applications	3
IV. Amount of New Project Funding Available	3
V. New or Expansion Project Start Dates	4
VI. Ineligible New Project Types	5
VII. Agency Submission of Multiple Project Applications	5
VIII. PSH Applications Requesting Supportive Services Only	5
IX. New Project Funding Priorities	5
X. Project Target Populations to be Served for PSH and RRH Projects	6
XI. Project Review and Scoring	6
XII. Applicant Eligibility Criteria	7
XIII. Applicant Webinar	7
XIV. Project Requirements	7
XV. Allowable Costs Applicants May Request	12
XVI. Applicant Competitive Characteristics	12
XVII. Project Quality Expectations	13
XVIII. Project Performance Expectations	14
XIX. Terms and Definitions	15
XX. Additional Information to be Provided in HUD’s NOFO	18
XXI. Application Materials Due Date and Submission Instructions	18
XXII. Contact Information	18
XXIII. Scoring Criteria for New Project Applications in FY2021 CoC Competition	19 - 26
XXIV. Scoring Criteria for Expansion Grants (PSH, RRH, and DV RRH)	27 – 32
XXV. Scoring Criteria for CE-SSO Grants (New and Expansion)	33 - 36

I. Background

In the FY2021 Continuum of Care (CoC) competition, the Detroit CoC is soliciting proposals from applicants to request new project funding. Applications will be accepted to fund new projects (projects that do not currently receive CoC funding) or expansion projects (projects that do currently receive CoC funding). Applications will be considered for the following project types: Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Coordinated Entry Supportive Services Only (CE-SSO). Additionally, applications will be accepted for Rapid Rehousing (RRH) projects targeted to persons fleeing Domestic Violence. See below for an explanation of “new” and “expansion” projects.

Prospective applicants are encouraged to review these materials carefully. Applications are due to HAND by **12:00 PM on June 25, 2021.**

As of the release of this RFP, the Department of Housing and Urban Development (HUD) has not released the Notice of Funding Opportunity (NOFO)* for the FY2021 CoC competition. Therefore, the content, deadlines, and amount of funding available given in this RFP are subject to change based on HUD’s NOFO or based on additional communication from HUD.

II. Defining New and Expansion Projects

The CoC will accept applications for both new and expansion projects. These project types are defined as follows:

- *New projects*: Projects that do not currently receive Continuum of Care funding that are requesting CoC funding for the first time.
- *Expansion projects*: Projects currently receiving Continuum of Care funding that are requesting additional funds to add new (ie, additional) units and/or expand services to the existing project. An expansion project may request funding for a budget line item it currently does not have or to add funds to an existing budget line item. An example of an existing project requesting new funds to expand services would be if a PSH project currently receives Continuum of Care funding to only provide rental assistance, that project could apply for new funding and request a supportive services budget line. This is only an example, as expansion funding is not limited to only currently funded PSH projects.

Both *new projects* and *expansion projects* are funded using new project funding or reallocated funding. Therefore, both types of projects are considered new by both HUD and the CoC because both types of projects are requesting new project funding to support project activities. The evaluation criteria for new and expansion projects differs and is given in **Sections XXIII, XXIV, and XXV.**

* Notice of Funding Opportunity (NOFO) replaces the previously used title Notice of Funding Availability (NOFA)

III. CoC Board Decisions on “Round 1” Applications

Prior to the cancelation of the FY2020 CoC competition, the CoC accepted and reviewed applications for new project funding. Those applications are considered to have been submitted in “Round 1”. At their May 3, 2021 meeting, the CoC board made the following decisions regarding those applications:

- A. The CoC committed to either submitting to HUD for funding, or funding with grant transfer funds, the two highest scoring projects in Round 1 (ie, applications submitted in January 2021). Specifically, the CoC board approved:
 - NSO’s application for funding for the Clay PSH Apartments to be submitted to HUD as a new project when the FY2021 CoC competition opens.
 - Cass Community Social Services’ application for PSH funding to be funded via a grant transfer made available because of another agency relinquishing their grant.
- B. The CoC board deferred deciding on the other new projects submitted in January 2021, pending the outcome of a review of “Round 2” applications. Applications submitted in response to this RFP are considered “Round 2” applications.
 - Applications received in Round 1 will receive detailed and targeted feedback on how their Round 1 application scored, allowing them an opportunity to correct and re-submit their application to be re-reviewed and re-scored.
 - If the agency chooses to re-submit its application, the score it receives on its re-submission will be the score used to determine if the application will be submitted to HUD. If the agency chooses to not re-submit its application, the score it received on its initial (Round 1) submission will be the score used to determine if the application will be submitted to HUD.
- C. The CoC board approved re-releasing the Request for Proposals (ie, this RFP) to invite additional agencies to apply for CoC funding.
 - The re-released RFP would be modified slightly from the Round 1 RFP as follows:
 - Slightly modifying language in application questions inquiring about past agency experience in housing and employment outcomes, allowing agencies to provide more narrative in addition to any data they may have. Making this change may allow agencies with less experience in this field to be more competitive against more experienced agencies.
 - Applications would be considered for new or expansion PSH, RRH, and CE-SSO (same as in Round 1)
 - Applicants submitting in Round 2 would be evaluated and scored as were applicants in Round 1 and will be submitted for new project funding based on application score.

IV. Amount of New Project Funding Available

As of the release of this RFP, the total amount of available new project funding is not known. Prospective applicants must note that the final amount of new project funding available will not be known until the release of the FY2021 CoC NOFO or further communication from HUD. Therefore, the final amount of new project funding available to the CoC may be significantly different than the estimates given in the tables below.

The tables below are an estimate of how much new project funding may be available and the types of new and expansion project applications the CoC will consider. The number of new and/or expansion projects the CoC submits to HUD depends upon the number and quality of applications received and the total amount of funding available.

There are three sources of funding for new or expansion projects: Reallocated funding, CoC Bonus and Domestic Violence Bonus. These funding types are defined as:

- **Reallocated Funding:** Funds from an existing CoC project taken from that project and used to fund new or expansion projects.
- **CoC Bonus:** Entirely new project funding HUD typically makes available to CoCs each year; information on the amount and allowable uses of these funds is given in the annual NOFO published by HUD. These funds may be used to fund new or expansion projects. CoC bonus funds may be combined with reallocated funds.
- **Domestic Violence Bonus:** Entirely new project funding HUD typically makes available to CoCs each year to develop projects specifically targeted to persons fleeing domestic violence; information on the amount and allowable uses of these funds is given in the annual NOFO published by HUD. These funds may be used to fund new or expansion projects. DV bonus funds may not be combined with reallocated funds.

Reallocated Funding and CoC Bonus		
Estimated amount of funding available (Reallocated and CoC Bonus combined)	\$2 to \$2.5 million	
Types of project applications the CoC will consider:	New Projects	Expansion Projects
Permanent Supportive Housing targeted to chronically homeless single adults (scattered site or project based)	Yes	Yes
Rapid Rehousing for families, individuals, or youth	Yes	Yes
Coordinated Entry SSO (CE-SSO)	Yes	Yes

Domestic Violence (DV) Bonus		
Estimated amount of funding available	\$1.5 to \$2.5 million	
Types of project applications the CoC will consider:	New Projects	Expansion Projects
Rapid Rehousing for persons fleeing domestic violence	Yes	Yes
Rapid Rehousing portion of an existing Joint Component TH-RRH project	No	Yes

A currently existing CoC funded Rapid Rehousing project not currently funded with DV Bonus funding may apply as an expansion project for new DV Bonus to expand and add new (additional) units/services to specifically serve persons fleeing domestic violence with the expansion portion of the project.

Amount of Funding Applicants May Request

There is no limit to the amount of funding an applicant may request; 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.

V. New or Expansion Project Start Dates

If funded, new or expansion projects would have the following start dates:

- **New Projects:** The project start date would be determined based on when HUD issues grant agreements. In general, new projects funded in the FY2021 CoC competition would likely start in the fourth quarter of 2022.
- **Expansion Projects:** Expansion projects will have the same start date as the currently funded CoC funded project.

VI. Ineligible New Project Types

In the FY2021 CoC competition, the following types of new or expansion project applications will not be considered:

- HMIS
- Coordinated Entry SSO for Domestic Violence
- Joint Component TH-RRH (other than an expansion of RRH portion of an existing TH-RRH project)
- PSH that is not targeted to chronically homeless single adults or the population that meets the DedicatedPLUS definition
- Transitional Housing

VII. Agency Submission of Multiple Project Applications

An agency may submit as many project applications as it likes. Applicants will note there are different project applications for different types of projects (PSH, RRH, CE-SSO). Applicants must submit the appropriate application for the type of project(s) they are requesting funding for. Multiple applications from the same agency will be reviewed, evaluated, and ranked independent of each other. Project applications are available on HAND's website at www.handetroit.org/continuum-of-care-funding.

VIII. PSH Applications Requesting Supportive Services Only

In the FY2021 CoC competition, applicants applying for PSH funding may submit an application requesting only supportive services funding. This applies to both new project applications (ie, projects that do not currently receive CoC funding) and expansion project applications (currently funded CoC PSH projects).

Applicants will note that the budget to be submitted with PSH project applications requires significantly more detail than previous competitions, and applicants are encouraged to review and complete this budget form carefully.

IX. New Project Funding Priorities

The CoC will accept new project applications for the types of new and expansion projects given above in **Section IV**. It is anticipated there will not be sufficient funding to fund all new or expansion project applications. Therefore, funding for new and expansion project applications will be allocated according to the following priorities.

A. New Project Priorities for CoC Bonus Projects

In alignment with our CoC's goal of ending chronic homelessness, CoC Bonus funding (combined with any reallocated funding that may be available) will be allocated to new or expansion project applications in the following order of priority.

1st Priority: First, the CoC will fund new or expansion PSH projects that include in their application a request for CoC funding to fund additional new units of PSH, with a baseline goal of at least 40 new units of PSH being funded. Funding will be allocated to projects based on overall score received on project application.

- Note: New or expansion project applicants requesting more than 40 new units may be submitted to HUD for the full number of units requested depending upon the quality of the application and the amount of funding available.

2nd Priority: If funds remain after allocating CoC bonus funding to projects under the 1st priority, the CoC will fund new or expansion PSH projects requesting supportive services funding only. Funding will be allocated to projects based on overall score received on the project application.

3rd Priority: If funds remain after allocating CoC bonus funding to projects under the 2nd priority, the CoC will fund remaining new or expansion PSH projects. Funding will be allocated to projects based on overall score received on the project application.

4th Priority: If funds remain after allocating CoC bonus funding to projects under the 3rd priority, the CoC will fund new or expansion RRH projects. Funding will be allocated to projects based on overall score received on the project application.

5th Priority: If funds remain after allocating CoC bonus funding to projects under the 4th priority, the CoC will fund new or expansion CE-SSO projects. Funding will be allocated to projects based on overall score received on the project application.

B. New Project Priorities for Domestic Violence Bonus Projects

Domestic Violence (DV) Bonus funding will be allocated to new or expansion project applications in the following order of priority.

1st Priority: First, the CoC will fund new or expansion RRH projects for persons fleeing domestic violence. Funding will be allocated to projects based on overall score received on the project application.

2nd Priority: If funds remain after allocating DV Bonus funding to projects under the 1st priority, the CoC will fund expansion projects that seek to expand the RRH portion of a current CoC- funded Joint Component TH-RRH project. Funding will be allocated to projects based on overall score received on the project application.

X. Project Target Populations to be Served for PSH and RRH Projects

New or expansion PSH or RRH projects are to be targeted to the following populations:

- New or expansion PSH must be targeted to chronically homeless single adults, including people who meet the definition of “DedicatedPLUS”, as defined in [Section XIX](#). All referrals to PSH projects will be made in accordance with the CoC’s prioritization policies.
- New or expansion RRH must be targeted to families, individuals, *or* unaccompanied youth who meet the Category 1 and/or Category 4 definition of homeless. See [Section XIX](#) for a definition of the categories of homelessness.
- New or expansion RRH requesting the Domestic Violence Bonus funding *must* serve persons fleeing/attempting to flee domestic violence. See [Section XIX](#) for details.

XI. Project Review and Scoring

All new and expansion projects will be reviewed and scored against established evaluation criteria. This evaluation criteria are given in [Sections XXIII to XXV](#) below. Applications not scoring at least 70% of the points possible will not be given further consideration for funding. Details on how new and expansion projects will be reviewed and scored may be found in the “Detroit CoC Funding Application Review and Ranking Process” policy, found [here](#). It is anticipated decisions will be made on which application(s) will be submitted to HUD for funding in September 2021.

A. Audit Review

All projects seeking new or expansion funding will be required to submit the following:

- Organization’s most recent financial audit, including the most recent A-133 audit, if applicable.
- Monitoring reports and additional applicable documentation from HUD for CoC program monitoring done from June 2017 to March 2021.
- Monitoring reports and additional applicable documentation from the City of Detroit for ESG/CDBG homeless program monitoring done from June 2017 to March 2021.

These audits and monitoring reports will be reviewed. Any outstanding items will result in a deduction of points from the overall project score. "Outstanding" means no corrective action plan submitted, or the corrective action plan that was submitted was not accepted.

If the CoC is made aware of outstanding audit findings other than what is given in the submitted documents (such as findings from another funder, the Office of Inspector General, etc) the CoC may take the results of that report into consideration as well. The CoC reserves the right to not fund new or expansion projects in the event of significant concerns regarding an organization's financial capacity.

XII. Applicant Eligibility Criteria

Eligible applicants for new or expansion project funding must meet the following criteria to apply for new or expansion 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, the applicant must be in good standing with HUD. HAND will inform the local HUD Field Office which agencies are applying for new project funding in FY2021.

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

XIII. Applicant Webinar

Applicants are **strongly encouraged** to attend a live webinar on at **9:30 AM on May 19, 2021** where the details of this RFP will be reviewed and questions will be answered. This webinar will be recorded and posted to HAND's website within a few days following the webinar.

The webinar will be held via Zoom, and applicants may register for it here:

<https://us02web.zoom.us/meeting/register/tZ0pc-uorDwrHdQsRL10bBY7KZTWbtWbNeCL>

XIV. Project Requirements

A. General Requirements for All Project Types

All new or expansion projects are expected to meet the following requirements:

- 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

More details on what HUD expects for Housing First CoC programs, may be found in their "[Housing First in Permanent Supportive Housing](#)" *brief*.

- 2) Adherence to the CoC's [Written Standards](#).

- 3) The project must participate in the Detroit CoC's Coordinated Entry Process, known local as the Coordinated Assessment Model (CAM). Participation in the CAM process includes filling unit vacancies for the project *only* via referrals from CAM and being compliant with the CAM Policies and Procedures. These Policies and Procedures may be found [here](#).
- 4) Permanent Supportive Housing (PSH) projects must also comply with [these policies and procedures](#) related to the CAM process.
- 5) Rapid Rehousing (RRH) projects must also comply with these [policies and procedures](#) related project implementation.
- 6) The project must comply with all program regulations as found in the [Continuum of Care Program Interim Rule 24 CFR Part 578](#).
- 7) The agency must 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. If an agency is funded with Domestic Violence Bonus Funding, that project may need to use a comparable database for data entry and reporting. Details on when a comparable database will be required may be found [here](#). The Detroit CoC HMIS Policies & Procedures may be found [here](#).
- 8) Recipients of CoC funding are required to provide a 25% cash or in-kind match on all budget lines except for leasing, which does not require match. The budget forms applicants will complete will assist with calculating the match requirements.
- 9) The applicant must demonstrate an ability to enroll the first participant within 3 months of receiving the grant agreement, for both PSH and RRH projects. If the PSH project is a project-based project requiring rehabilitation, the 3-month expectation will begin after rehabilitation is completed.
- 10) 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](#) and [here](#). HAND staff will also provide additional assistance on the completion of Environmental Review documentation when needed.
- 11) An assessment fee is required from all agencies receiving Continuum of Care funding at the amount of .75% of the CoC funding received. For example, an agency that receives \$100,000 in CoC funding is required to pay an assessment fee of \$750. This assessment fee is payable to the CoC Lead Agency to support the CoC infrastructure costs needed to carry out the lead agency duties. Invoices for assessments are generated annually once CoC awards are announced by HUD

B. Additional Requirements for PSH

In addition to the general project requirements above, new or expansion PSH must also meet the following requirements. Applications that do not meet these requirements will not be considered.

- 1) **Applications will not be considered for Single Room Occupancy (SRO) style units.** Any application proposing SRO style units will not be reviewed. Specifically, units in the proposed project must meet these minimum standards:
 - a. Private living/sleeping space (ie, tenant is not required to share unit with another person unless he/she chooses).
 - b. Each unit must have its own private bathroom that is not shared with another person.

- c. Each unit must provide the tenant a space to prepare and store his/her own food within the unit. At the minimum, this space should include the appropriate appliances that would allow a tenant to safely prepare, store, and cook food.
- 2) Must be targeted to chronically homeless single individuals and single adults meeting the definition of “DedicatedPLUS” as given in **Section XIX** below.
 - 3) New or expansion PSH projects will be required to be “DedicatedPLUS” projects. The definition for “DedicatedPLUS” is given in **Section XIX** below. Having “DedicatedPLUS” unit in the CoC allows for greater flexibility in housing resources.
 - 4) May only request a 1-year budget.
 - 5) Scattered-Site PSH Only: Project must provide scattered-site leasing or rental assistance, although this assistance may be funded by sources other than CoC funding.
 - 6) Project-Based PSH: 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 3 months after the award of funds (or 3 months after the completion of rehab work, if applicable). 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.

C. Additional Requirements for Rapid Rehousing

In addition to the general project requirements above, new or expansion Rapid Rehousing projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Must provide tenant-based rental assistance only.
- 2) RRH projects may serve families, individuals, or unaccompanied youth who meet the criteria of being Category 1 and/or Category 4 homeless.
- 3) If applying for Domestic Violence Bonus funds, the project must exclusively serve persons fleeing/attempting to flee domestic violence. See **Section XIX** for more details.
- 4) 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.
- 5) May only request a 1-year budget.

D. Additional Requirements for Coordinated Entry SSO (CE-SSO)

In addition to the requirements above, new or expansion CE-SSO projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Must submit a letter of support from the CAM Governance Committee with project application. See project application for details.
- 2) May only request a 1-year budget.

3) Allowable Activities That May be Requested

In addition to the general project requirements above, for the FY2021 competition, new or expansion CE-SSO projects may only request funds to carry out Access Point and/or Navigation Activities, as defined in this section. Applicants desiring to request funds for activities other than this must provide data demonstrating how those activities meet a Coordinated Entry need.

a) Access Point Activities

“Access Points” are virtual (via a telephone number) and physical locations in Detroit that persons experiencing homelessness, or who are at-risk of homelessness, contact as the first step to accessing the homeless service system in Detroit. An agency receiving funding to provide Access Point activities will be expected to carry out ***all of*** the following Access Point activities:

- i. Provide both a call-in (telephone number) and/or physical location in Detroit for clients to access homeless services. Physical access sites must be offered taking necessary precaution to prevent the spread of COVID-19, including use of personal protection equipment, social distancing, and cleaning/sanitizing protocols.
- ii. Practice diversion as a first response to persons seeking emergency shelter.
- iii. Assess person unable to be diverted from shelter using the VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool).
- iv. Access Point staff will make a preliminary determination if the person is experiencing chronic homelessness.
- v. Refer clients to emergency shelter.
- vi. Refer clients to other housing resources.
- vii. Complete Housing Choice Voucher (HCV) applications for eligible clients.
- viii. Track clients through the CAM process into housing. The “CAM process” for this point is defined as the Access- Assess-Assign process of moving a person from homelessness into housing.
- ix. Monitor that appointments are made between clients and Navigation staff.
- x. Provide effective and clear communication to clients (in both verbal and written formats) to persons with disabilities and/or limited English proficiency. Access Point staff must have access to materials translated into commonly used languages and be able to access translation services when needed.
- xi. Receive and track emergency shelter bed availability, based on emergency shelter provider report.
- xii. Provide transportation to the Access Point or from the Access Point to shelter as needed on a case-by-case basis and as resources allow.
- xiii. Access Point staff may be required to completed Homeless Management Information System (HMIS) data entry in accordance with the HMIS Policies & Procedures and established data entry workflows.
- xiv. Access Point staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Access Point activities.
- xv. Access Point staff must adhere to the [Coordinated Assessment Model \(CAM\) Policies and Procedures](#).
- xvi. Access Point staff may be required to participate in various CoC committees and workgroups.
- xvii. In-person activities should be undertaken with necessary precautions to reduce the risk of exposure to, or spread of, COVID-19.

b) Navigation Activities

“Navigators” will serve as the main point of contact for homeless households determined to be eligible for Permanent Supportive Housing, per outcome score on the Full SPDAT assessment and presence of a disabling condition. The Navigator’s primary responsibility is to provide case management services, at the level and intensity required to ensure the household is submitted to the PSH Prioritization List. An agency receiving funding to provide Navigation activities will be expected to carry out **all of** the following Navigation activities:

- i. Communicate with the CAM Lead Agency appointment time slots for navigation using the Salesforce database.
- ii. Completing VI-SPDATS and full SPDAT Assessments for individuals or families to determine housing need and begin development of housing plan.
- iii. Accept referrals from the CAM Lead Agency of clients that score for PSH on the VISPDAT or clients that Access Point staff believe would benefit from a full SPDAT.
- iv. Assess consumers referred to Navigation for PSH eligibility (i.e., presence of HUD approved disability).
- v. Complete a Homeless Preference Housing Choice Voucher (HPHCV) pre-application and CAM HMIS referral for consumers with no verified disability.
- vi. Develop a client-centered Individualized Housing Assistance Plan (IHAP) to address/remove PSH eligibility barriers. The IHAP should be completed in person, and at the initial Navigation meeting with consumer.
- vii. Monitor the IHAP bi-weekly and document progress toward meeting goals/objectives in HMIS case notes section and provide consumer with bi-weekly PSH Match status updates until a consumer is matched with a PSH provider or otherwise no longer literally homeless.
- viii. Provide community resources/referrals to address barriers identified in the IHAP, and provide direct assistance with helping the household access these resources and benefits (i.e., mainstream and entitlement benefits, linking/coordinating mental health services, follow-up with primary care physician, legal services, etc.).
- ix. Provide in-person case management and supports coordination to assist households in obtaining the following documentation:
 - Government issued identification
 - Social Security Card(s)
 - Birth Records (when applicable for minor children)
 - CoC approved Homeless Verification (dated within 30 days of packet being submitted and at time of referral to PSH provider)
 - Chronic documentation, when applicable
 - Verification of Disability
- x. Explain to consumers PSH prioritization process as outlined in [PSH Match Policy & Procedures](#).
- xi. Respond to correspondence from CAM Intake staff monthly to verify whether a consumer is still homeless, if this information cannot be confirmed via HMIS.
- xii. Provide necessary support to consumer following PSH match to facilitate successful placement into permanent housing.
- xiii. Work collaboratively with the CAM Lead Agency and other partners to deliver effective and efficient coordinated entry services.
- xiv. Navigation staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Navigation activities.
- xv. Navigation staff must adhere to the [Coordinated Assessment Model \(CAM\) Policies and Procedures](#).
- xvi. Navigation staff must adhere to the [PSH Match Policies and Procedures](#).
- xvii. Navigation staff may be required to participate in various CoC committees and workgroups.

- xviii. To the fullest extent possible, and taking precautions as needed to prevent the spread of COVID-19, Navigation staff are ***strongly encouraged*** to provide in-person services to the persons being navigated.

c) Other Activities Besides Access Point or Navigation Activities

Applicants requesting funds for activities other than Access Point or Navigation Activities must demonstrate, using data, that the proposed activities would need a community Coordinated Entry need. The applicant will describe this need in the CE-SSO application.

XV. Allowable Costs Applicants May Request

The chart below indicates the budget lines that different project types may request. All projects are limited to requesting 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. See **Section XIX** for an explanation of the different types of Rental Assistance.

Budget Lines	PSH (Scattered-Site)	PSH (Project-Based)	RRH	CE-SSO
Rental Assistance	Yes <i>(TBRA or SBRA only)</i>	Yes <i>(PBRA or SBRA only)</i>	Yes <i>(TBRA only)</i>	No
Leasing	Yes	Yes	No	No
Leased Units	Yes	Yes	No	No
Operating	Yes	Yes	No	No
Supportive Services <i>(limitations on the types of supportive services allowed are given in budget charts)</i>	Yes	Yes	Yes	Yes
HMIS	Yes	Yes	Yes	Yes
Administrative Costs <i>(up to 7% of project costs)</i>	Yes	Yes	Yes	Yes

Note the following budget lines may not be combined in a single PSH project:

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

XVI. Applicant Competitive Characteristics

In addition to the required eligibility criteria above, applicants applying for new or expansion funding that are able to demonstrate the following may earn a higher score on their project application and therefore may be more competitive to receive funding. These competitive characteristics include:

- 1) Experience of successfully implementing programming of the same kind as that being requested (ie, PSH, RRH, or Coordinated Entry).
- 2) PSH projects that demonstrate a case manager to client ratio no more than 1:20, and RRH projects that demonstrate a case manager to client ratio of no more than 1:25.
- 3) A demonstrated ability to leverage Medicaid resources for support services provided within a person’s residence.
- 4) A demonstrated capacity and experience in successfully managing federal funding.
- 5) A demonstrated ability to implement homelessness programming using a Housing First approach.
- 6) An ability to demonstrate that current leases or subleases for clients do not require service participation.
- 7) Experience of successfully using the Homeless Management Information System (HMIS), and adherence to the HMIS Policies and Procedures.

XVII. Project Quality Expectations

Applicants are encouraged to review the resources below to ensure their project aligns with best practices related to project quality.

A. Permanent Supportive Housing

Over the past year, the Detroit CoC has taken intentional steps to ensure CoC resources are used to support high-quality PSH programming in the Detroit CoC. The Detroit CoC defines quality PSH as:

QUALITY SUPPORTIVE HOUSING IN DETROIT uses a tenant-centered approach for households facing multiple barriers to housing. High quality supportive housing quickly moves households into housing of their choosing and ensures housing stability by engaging households in voluntary, flexible and coordinated supportive services, and attending to households' connections to community. Program termination is a last resort after all other options have been exhausted, and the housing provider will work with all project partners to prevent eviction. The quality of a supportive housing program will be determined using multiple and varied pieces of information including, but not limited to: client outcomes, policies, procedures, budget and staffing.

The Detroit CoC is working closely with the Corporation for Supportive Housing (CSH) to further our work of advancing quality PSH programming. Applicants are encouraged to familiarize themselves with the following CSH resources, as the CoC has will be engaging with CSH in the coming years to ensure PSH programs in Detroit align with these quality standards. These resources include:

- [Dimensions of Quality Supportive Housing Guidebook](#): The Dimensions of Quality Supportive Housing Guidebook was developed to assist agencies considering developing PSH or that already operate PSH.
- The accompanying [Supportive Housing Quality Toolkit](#) additionally identifies key aspects and characteristics of high-quality PSH projects.
- Applicants are also encouraged to take the CSH [Quality Supportive Housing Self-Assessment](#), to see how their project aligns with the standards in the assessment.

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 PSH, applicants should note the following are key factors 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 and program termination policies.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

B. Rapid Rehousing

Applicants applying for RRH funding are encouraged to review the following resources that identify core components and best practices for Rapid Rehousing projects. These documents include:

- [Rapid Rehousing Brief](#) (published by HUD in July 2014)
- [Rapid Rehousing: A History and Core Components](#) (published by the National Alliance to End Homelessness in April 2014)
- [Core Component of Rapid Rehousing](#) (published by the National Alliance to End Homelessness in February 2014)
- [Rapid Rehousing Toolkit](#) (published by the National Alliance to End Homelessness in 2016)

While these documents address several factors to consider for quality Rapid Rehousing, applicants should note 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 obtaining and maintaining housing, including a review of the organization's eviction prevention policies and program termination policies.
- How the project will assist participants with accessing mainstream services.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

XVIII. Project Performance Expectations

Agencies receiving funding for PSH, RRH, or CE-SSO projects will be evaluated on an annual basis for project performance. Project performance is a factor the CoC considers deciding whether to continue funding a project once the initial grant term ends. Applicants should note the following key metrics that have historically been used to evaluate projects. Note this is not an exhaustive list, as evaluation metrics for renewal projects may be modified annually:

A. PSH Projects

- Percentage of program participants who either retain their PSH placement or exit the program to other permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)
- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures
- Compliance with HMIS and CAM requirements

B. RRH Projects

- Percentage of program participants who exit the program to other permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)
- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures
- Compliance with HMIS and CAM requirements

C. CE-SSO Projects

- Client satisfaction with Navigation and Access Point services
- Percentage of "match ready" packets submitted by Navigators
- Compliance with requirements related to submission of Housing Choice Voucher (HCV) applications
- Length of time to fulfill PSH and RRH vacancy requests
- Compliance with HMIS requirements

XIX. Terms and Definitions

The following terms and acronyms are used throughout this RFP and the accompanying project applications.

Categories of Homelessness

Category 1 Homeless (Literally Homeless)

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is 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
3. 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

Category 2 Homeless (Imminent Risk of Homelessness)

An individual or family who will imminently lose their primary nighttime residence, provided that:

1. Residence will be lost within 14 days of the date of application for homeless assistance; and
2. No subsequent residence has been identified; and
3. 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.

Category 3 Homeless (Homeless Under Other Federal Statutes)

Not included as this does not apply to the Detroit CoC.

Category 4 Homeless (Fleeing/Attempting to Flee Domestic Violence)

Any individual or family who:

1. 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; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically Homelessness

(1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; or

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Note: New (or expansion) PSH projects funded with this RFP must be targeted to chronically homeless single individuals.

DedicatedPLUS

All new PSH funded in FY2021 must have all units be “DedicatedPLUS”. DedicatedPLUS PSH projects may serve the following populations:

1. People who are chronically homeless; or
2. People residing in TH that will be eliminated who met the definition of chronically homeless upon entry to the project; or
3. People 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; or
4. People who are residing in a joint TH-RRH project who were chronically homeless upon entry into that project; or
5. 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
6. People receiving assistance through a VA funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.

Domestic Violence

For the purpose of projects requesting Domestic Violence Bonus funding, persons would be eligible if they meet Category 4 of the homeless definition, which is individuals or families who:

1. 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; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

HUD has also clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 (given above); and, therefore, these individuals or families may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family is fleeing or attempting to flee human trafficking that has:

1. either taken place within the individuals or family’s primary night-time residence;
2. made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; or
3. the individual or family lacks the resources or support networks to obtain other permanent housing.

Homeless Management Information System

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to persons who are homeless or at risk of homelessness. HAND is designated locally to manage the HMIS system in Detroit. Agencies that receive CoC funding are required to use the system. The information collected in the system is analyzed and utilized to help drive local and federal decisions.

Leasing vs. Rental Assistance

Applicants applying for new PSH projects may apply for either leasing or rental assistance, unless the applicant is applying for an expansion grant in which case the expansion grant must be the same budget line as the grant being expanded. [*HUD has provided materials here describing the differences between leasing and rental assistance.*](#) There are significant regulatory differences between these two budget lines, and applicants must ensure they understand the requirements of the budget lines they are requesting.

Permanent Supportive Housing (PSH)

Long-term housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. Locally and nationally, PSH is the resource most frequently prioritized to help address the needs of people experiencing chronic homelessness.

Rapid Re-Housing (RRH)

While financial assistance is temporary, RRH falls under the “permanent housing” umbrella. RRH is designed to help households that don’t need intensive and ongoing supports to quickly exit homelessness and return to permanent housing by providing short to medium term rental assistance (up to 24 mo.) and case management.

Scattered Site vs Project Based Housing

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

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

Types of Rental Assistance

Project Based Rental Assistance (PBRA)

In project-based rental assistance, program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants do not retain the rental assistance if they relocate to a unit outside the project; the subsidy remains with the project.

Tenant-Based Rental Assistance (TBRA)

TBRA provides rental assistance to homeless individuals or families for a rental unit of their choosing. Program participants select any appropriately sized unit within the CoC’s geographic area. If the program participant chooses to locate another unit, the rental assistance will follow that person to the new unit (provided they have not met the maximum amount of time they may receive assistance in RRH).

Sponsor-Based Rental Assistance (SBRA)

In SBRA, the recipient contracts with a sponsor agency (the service provider) who located and rents housing units. The sponsor (service provider) then subleases the units to participants. If the program participant moves out of the unit, the sponsor can then sublease that unit to the next program participants.

XX. Additional Information to be Provided in HUD's NOFO

This RFP is being released by the Detroit CoC prior to the release of HUD's Notice of Funding Opportunity (NOFO). Once the NOFO is released, or more communication is provided by HUD, it is anticipated the following information will be made known at that time:

- If the CoC will be required to rank new or expansion projects into either Tier 1 or Tier 2. It is presently assumed all projects submitted to HUD for funding will be required to be ranked within the CoC's Tier 1/Tier 2 ranking. The CoC's project priority ranking policies for FY2021 have not yet been developed as of the release of this RFP. The CoC board is scheduled to vote on these policies at its June 7, 2021 board meeting. Once approved, these policies will be posted on HAND's website here: <https://www.handetroit.org/continuum-of-care-funding>
- Any additional requirements regarding eligible populations to be served.
- The amount of CoC Bonus and Domestic Violence Bonus funding available.
- Additional programmatic requirements for new projects.

Additional information, once made known, will be posted to HAND's website at:

<https://www.handetroit.org/continuum-of-care-funding>

XXI. Application Materials Due Date and Submission Instructions

Application materials are due to HAND by **12:00 pm on June 25, 2021**. Applications submitted after the due date will not be considered.

Applications are to be submitted only electronically (via email). Applications should *not* be submitted in person. Materials are due **12:00 pm on June 25, 2021**, and should be scanned and emailed as a PDF file(s) directly to Amanda Sternberg at amanda@handetroit.org.

You may either scan the entire application packet and attachments as one PDF document or submit as separate PDF documents. You may also send a ZIP file. You will receive an email response confirming material submission.

XXII. Contact Information

For questions or additional information, contact Amanda Sternberg at amanda@handetroit.org or (313) 969-1882.

XXIII. Scoring Criteria for New Project Applications in FY2021 CoC Competition

Evaluation Criteria for New Housing Projects (PSH, RRH, and DV RRH)

Applications applying for new funding will be scored and evaluated on the following components. This scoring criteria applies to new project applications, meaning applications for projects that do not currently receive CoC funding. Scoring criteria for *expansion* projects and CE-SSO projects are given below. There are some variations in the components to be evaluated, based on the type of project being applied for. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible. Changes from the 2019 scoring criteria are also given. Note: Other than modifications to the wording of the “Past Housing Outcomes (Data)” and “Past Employment Outcomes (Data) areas of evaluation, these areas of evaluation and points possible are the same as used in the Round 1 applications.

Threshold Score

Projects scoring 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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
Applicant Experience & Capacity	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants, including ramping up new FY18 projects if applicable Status of compliance with a CoC Corrective Action Plan over the past two years, if applicable Extent to which application currently operates housing of the kind it is applying for Clarity of roles of partners on project (if applicable) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Leveraging Experience	<ul style="list-style-type: none"> The extent to which the project is able to leverage other resources into the project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Project Description	<ul style="list-style-type: none"> Target Population Clarity of overall description of project Projected outcomes Coordinating with other partners 	10 (7%)	10 (7%)	10 (7%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> None 				
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) For PSH programs, applicant will be asked about program staff availability and process for tracking referrals. <u>Change from 2019</u> <ul style="list-style-type: none"> New in 2020, no change for 2021 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following completion of rehab if required of project (with non-CoC dollars) <u>Change from 2019</u> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Participation in CAM	<ul style="list-style-type: none"> Up to 5 points awarded proportionally based on points the agency earned on the CAM participation portion of its renewal application(s). For example, if an agency earned 50% of the points possible for CAM participation in the renewal application, that agency's new project application would earn 2.5 out of the 5 points for this section. Agencies that do not currently receive CoC PSH or RRH 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. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Relationships with Landlords	<ul style="list-style-type: none"> How the agency works with landlords to recruit their participation How agency ensures on-going communication and maintenance of positive relationships with landlords Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annually (ie, breakfasts, meet-and-greets, landlord fairs, etc). 	20 (13%)	N/A	20 (13%)	20 (12%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following local averages from 2019: <ul style="list-style-type: none"> PSH: 69 days or less (average lengths of time longer than this may still earn points for the applicant) RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) The average length of time from 2019 is used, in recognition that the pandemic impacted the length of time to house people in 2020 Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				
Site Description	<ul style="list-style-type: none"> Description of the project site and its' appropriateness as PSH Applicant must demonstrate other funding/vouchers committed to this project, such as from the City, MSHDA, or DHC. Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc) If project need rehab, applicant must demonstrate commitment of other funds to cover rehab costs and timeline for completion of rehab work. Additional expertise will be sought in reviewing these projects. Threshold criteria: Projects may not be SRO; must have private sleeping, bathing, food prep areas. Projects that do not meet this standard will not be reviewed. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	N/A	20 (13%)	N/A	N/A
Housing First	<ul style="list-style-type: none"> Score earned on the extent to which project is able to demonstrate how it incorporates Housing First into its program Description of how Housing First is incorporated into programming 	10 (7%)	10 (7%)	10 (7%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants must describe how they work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services. Review an example of lease (required attachment) Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				
Use of Peer Supports	<ul style="list-style-type: none"> Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> How peers are used as a part of the service team to enhance supports and services provided to tenants The supervision process for peer support specialists <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Obtaining and Maintaining Permanent Housing (narrative response)	<ul style="list-style-type: none"> Evaluates how project assists client with accessing and maintaining housing, including addressing barriers to housing and client choice. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)	5 (3%)	5 (3%)
Past Housing Outcomes (Data)	<ul style="list-style-type: none"> Applicant must provide data demonstrating housing outcomes Full points for demonstrating 90% of clients over past year obtained/maintained PH Applicants newer to this work, and without data, may provide a narrative response describing past successes. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	10 (7%)	10 (7%)	10 (7%)	10 (6%)
Increasing Income/Employment (narrative response)	<ul style="list-style-type: none"> How clients are assisted to increase their income and employment What services are provided to help clients access employment resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	4 (3%)	4 (3%)	7 (5%)	7 (4%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
Past Employment Outcomes (Data)	<ul style="list-style-type: none"> Applicant must provide data demonstrating employment outcomes Full points for demonstrating 20% of clients over past year increased income/employment Applicants newer to this work, and without data, may provide a narrative response describing past successes. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	8 (5%)	8 (5%)	15 (10%)	15 (9%)
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	N/A	N/A	N/A	10 (6%)
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	N/A	N/A	N/A	10 (6%)
Connecting Clients to Medicaid and other Mainstream Resources	<ul style="list-style-type: none"> Extent to which agency has activities in place to enroll persons in Medicaid or other mainstream resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible for PSH programs 	3 (2%)	3 (2%)	4 (3%)	4 (2%)
Client to Case Manager Ratio	<ul style="list-style-type: none"> New PSH will be expected to have case manager to client household ratios no higher than 1:20 New RRH will be expected to have case manager to client household ratios no higher than 1:25 <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase in points Points will be all or nothing; 1:20 (PSH) or 1:25 (RRH) is the expectation, anything higher than that will score 0 points. 	8 (5%)	8 (5%)	8 (5%)	8 (5%)
PSH Budget	<ul style="list-style-type: none"> Applicant will be required to provide detailed program services budget demonstrating how they will achieve the required 1:20 case manager to client ratio. 	25 (17%)	25 (17%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants demonstrating additional resources for services committed to the project will earn more points. Applicant will be required to indicate what portion of the supportive services budget is supported by Medicaid funding. Points can be earned for demonstrating use of Medicaid or other sources to fund supportive services. In addition to supportive services budget noted above, applicant will be asked what other funds will support the project and sources and uses of those funds. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increased point value 				
RRH Budget	<ul style="list-style-type: none"> Applicant must demonstrate how budget will allow them to achieve the required 1:25 case manager to client household ratio. Applicant will be asked what other funds will support the project and sources and uses of those funds. Points may be earned for demonstrating other sources of funding. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	N/A	N/A	17 (11%)	17 (10%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Per Unit Cost	<ul style="list-style-type: none"> Per unit cost as compared to other new projects under review Accounts for total project budget (all line items, all sources of funding) 	3 (2%)	3 (2%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> Projects with a significantly higher per-unit cost than other new projects under review earn fewer points. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 				
Renewal Project Component #1 Proportional Score (Increase in Employment/Income)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #1. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	4 (3%)	4 (3%)	4 (3%)	4 (2%)
Renewal Project Component #2 Proportional Score (Housing Outcomes and Quality)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #2. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	7 (5%)	7 (5%)	7 (5%)	7 (4%)
Renewal Project Component #3 Proportional Score (Spending)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #3. Points will not apply to agencies that do not currently have CoC funded programs in Detroit at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein Audit will be reviewed separately, as noted below. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 	Up to -10 for unresolved or significant audit findings			

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)			
		PSH: Scattered-Site	PSH: Project-Based	RRH	DV RRH
	<ul style="list-style-type: none"> “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 				-10 if renewal(s) do not pass threshold
TOTAL POINTS POSSIBLE		150	150	150	170

XXIV. Scoring Criteria for Expansion Grants (PSH, RRH, and DV RRH)

Expansion grants are currently funded CoC projects applying for additional funding to expand their current project. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Current Project Score

The score given for each “Current Project Performance” component will be based on the amount of points the project earned on its renewal application, proportionally. For example, if a PSH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its FY21 renewal application, the project will earn 11.25 points (75% of 15) for the comparable component on its expansion grant.

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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
Applicant Experience	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants Clarity of roles of partners on project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Capacity to Expand	<ul style="list-style-type: none"> Extent to which project demonstrates administrative and staffing capacity to expand <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	7 (5%)	7 (5%)	7 (5%)	7 (4%)
Rationale for New Funding Request	<ul style="list-style-type: none"> Extent to which project presents a clear rationale for additional funding <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) For PSH programs, applicant will be asked about program staff availability and process for tracking referrals. <p><u>Change from 2019</u></p>	8 (6%)	8 (6%)	8 (6%)	8 (5%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> • New in 2020 for expansion applications, no change for 2021 				
Use of Peer Supports	<ul style="list-style-type: none"> • Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> ○ How peers are used as a part of the service team to enhance supports and services provided to tenants ○ The supervision process for peer support specialists <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • New in 2020 for expansion applications, no change for 2021 	3 (2%)	3 (2%)	3 (2%)	3 (2%)
Relationships with Landlords	<ul style="list-style-type: none"> • How the agency works with landlords to recruit their participation • How agency ensures on-going communication and maintenance of positive relationships with landlords • Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annual (ie, breakfasts, meet-and-greets, landlord fairs, etc). • Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following current local averages from 2019: <ul style="list-style-type: none"> ○ PSH: 69 days or less (average lengths of time longer than this may still earn points for the applicant) ○ RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) ○ The average length of time from 2019 is used, in recognition that the pandemic impacted the length of time to house people in 2020 • Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • New in 2020 for expansion applications, no change for 2021 	18 (13%)	N/A	18 (13%)	18 (11%)
Site Description	<ul style="list-style-type: none"> • Description of the project site and its' appropriateness as PSH 	N/A	18 (13%)	N/A	N/A

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicant must demonstrate other funding/vouchers committed to this project, such as from the City, MSHDA, or DHC. Any current use concerns with building (ie, zoning concerns, if bldg. is currently in use for another purpose, etc) If project needs rehab, applicant must demonstrate commitment of other funds to cover rehab costs and timeline for completion of rehab work. Additional expertise will be sought in reviewing these projects. <p><u>Change from 2019</u> New in 2020 for expansion applications, no change for 2021</p>				
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u> • New in 2020 for expansion applications, no change for 2021</p>	N/A	N/A	N/A	10 (6%)
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u> • New in 2020 for expansion applications, no change for 2021</p>	N/A	N/A	N/A	10 (6%)
Experience ramping up projects	<ul style="list-style-type: none"> Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <p><u>Change from 2019</u> • Reduction in points possible</p>	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following completion of rehab if required of project (with non-CoC dollars) <p><u>Change from 2019</u> • None</p>	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Housing First narrative response	<ul style="list-style-type: none"> Score earned on the extent to which project demonstrates incorporating Housing First into its program 	8 (6%)	8 (6%)	8 (6%)	8 (5%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> Applicants will be asked to describe how they work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services. Review an example of lease (required attachment) Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 				
Improvements in Client Outcomes	<ul style="list-style-type: none"> Description of expected improvements in client outcomes as a result of having a lower case manager to client ratio, if requesting funds to expand services. Description of how the quality of project programming and client outcomes will improve as a result of increased funding. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	10 (7%)	10 (7%)	10 (7%)	10 (6%)
Budget	<ul style="list-style-type: none"> The provision of a detailed program services budget demonstrating additional resources for services committed to the project will earn more points. A description of the financial resources required for project to achieve 1:20 (for PSH) or 1:25 (for RRH) client to case manager ratios For PSH expansion, a description of the portion of the supportive services budget supported by Medicaid funding. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	20 (14%)	20 (14%)	20 (14%)	20 (13%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies submitting documentation of match may earn more points; match documentation is not required at time of application submission. 	3 (2%)	3 (2%)	3 (2%)	3 (2%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 				
Per Unit Cost	<ul style="list-style-type: none"> Per unit cost as compared to other new projects under review Accounts for total project budget (all line items, all sources of funding) Projects with a significantly higher per-unit cost than other new projects under review earn fewer points. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)	N/A	N/A
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <u>Change from 2019</u> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)	2 (1%)	2 (1%)
Renewal Project Component #1 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #1 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible for RRH projects 	10 (7%)	10 (7%)	13 (9%)	13 (8%)
Renewal Project Component #2 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #2 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	18 (13%)	18 (13%)	18 (13%)	18 (11%)
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #3 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> None 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Renewal Project Component #7 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #7 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	5 (4%)	5 (4%)	5 (4%)	5 (3%)
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: 	Up to -10 for unresolved or significant audit findings			

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)			
		PSH: scattered site	PSH: project based	RRH	DV RRH
	<ul style="list-style-type: none"> ○ Most recent HUD monitoring report and additional correspondence as applicable ○ Most recent agency financial audit and A-133 ● “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. ● Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> ● None 				
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> ● Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> ● None 				-10 if renewal(s) do not pass threshold
TOTAL POINTS POSSIBLE		140	140	140	160

Renewal Project Proportional Score

The score given for each “Renewal Project Proportional Score” will be based on the amount of points the project earned on its renewal application, proportionally. For example, if a PSH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its renewal application, the project will earn 13.5 points (75% of 18) for the comparable component on its expansion grant.

XXV. Scoring Criteria for CE-SSO Grants (New and Expansion)

The evaluation criteria for new Coordinated Entry SSO (CE-SSO grants) is given below, for both new and expansion CE-SSO grants. Expansion grants are currently funded CoC projects applying for additional new funding to expand their current project.

The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Applicant Experience	<ul style="list-style-type: none"> • Extent to which applicant is able to accurately describe the role and function of CE within the CoC system. • Extent to which applicant describes experience providing CE activities, specifically navigation and access point activities. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Decreased points for expansion projects to accommodate increase points elsewhere • Increased points for new applications as applicant experience in implementing a CE system is an important factor to evaluate. 	5 (4%)	22 (18%)
Capacity to Expand Or Take on New Grant	<ul style="list-style-type: none"> • Extent to which project demonstrates administrative and staffing capacity to expand or take on new funding. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Reducing points possible to account for new/increased scoring criteria elsewhere 	7 (6%)	N/A
Description of Proposed Activities and Rationale for New Funding Request	<ul style="list-style-type: none"> • Extent to which applicant clearly describes activities proposed to be carried out with funding, in alignment with allowable activities as given in the RFP (ie, Navigation and Access Point activities). • Applicant must describe how proposed activities will fill a gap in the CE system • Extent to which project presents a clear rationale for additional funding <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> • Increasing points to place more weight on this component. 	15 (13%)	20 (17%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Experience in Area of Request OR Data Demonstrating Proposed Activity meets other CE need and Experience in that area	<ul style="list-style-type: none"> Applicant must demonstrate its experience providing proposed activities based on allowable activities as given in the RFP (ie, Navigation and Access Point activities) <p>OR</p> <ul style="list-style-type: none"> If applicant proposes activities other than Navigation and Access Point activities, applicant must provide data demonstrating proposed activity meets other CE need and the applicant's experience providing those activities. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Increasing points to place more weight on this component. Aligns with recommendation from CAM Gov committee 	15 (13%)	35 (29%)
Experience ramping up projects	<ul style="list-style-type: none"> Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> New in 2020 to align better align with scoring criteria for other new project types. No change for 2021. 	5 (4%)	5 (4%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will be able to begin funded activities within 3 months of signing grant agreement. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> New in 2020 to align better align with scoring criteria for other new project types. No change for 2021. 	5 (4%)	5 (4%)
Housing First narrative response	<ul style="list-style-type: none"> Score earned on the extent to which project demonstrates a Housing First approach to CE. For the purposes of the activities to be funded by new CE-SSO funding, Housing First will be defined in the RFP as: <ul style="list-style-type: none"> Every attempt is made to place people into permanent housing as quickly as possible and without preconditions or service requirements. People are not screened out of the CE process due to perceived barriers to housing or services, including, but not limited to, lack of employment or income, drug or alcohol use, or having a criminal record. 	8 (7%)	8 (7%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<u>Change from prior year</u> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 		
Budget	<ul style="list-style-type: none"> Additional points may be earned if applicant is able to demonstrate an ability to utilize other, non-CoC resources, to support CE activities. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <u>Change from prior year</u> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 	20 (17%)	20 (17%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <u>Change from prior year</u> <ul style="list-style-type: none"> None 	3 (3%)	3 (3%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <u>Change from prior year</u> <ul style="list-style-type: none"> None 	2 (2%)	2 (2%)
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Spending current CoC CE-SSO grant(s) as in FY21 renewal application <u>Change from prior year</u> <ul style="list-style-type: none"> Reduced points to account for increase points elsewhere 	5 (4%)	N/A
Renewal Project Component #7 Proportional Score	<ul style="list-style-type: none"> Score received on FY21 renewal for CAM Lead or Implementing Partner <u>Change from prior year</u> <ul style="list-style-type: none"> Increasing points to place more weight on this component as this is a measure of performance of current CE-SSO grantees. 	30 (25%)	N/A

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<ul style="list-style-type: none"> Increased point value also to align with how this component is weighted as compared to expanded PSH or RRH projects. 		
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	-10 for unresolved or significant audit findings	
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 		
THRESHOLD CRITERIA: Applicant must submit letter of support from CAM Governance Committee in order to be considered for review. Applications that do not have a letter of support from the CAM Governance Committee will not be reviewed.		Threshold criteria	
TOTAL POINTS POSSIBLE		120	120



Detroit Continuum of Care
FY2021 Request for Proposals for Domestic Violence Projects
Availability of New Project Funding for Projects Serving People
Fleeing Domestic Violence/Human Trafficking

September 21, 2021

Applications Due Date: 12:00 pm on October 11, 2021

TABLE OF CONTENTS	
SECTION	PAGES
I. Background	2
II. Defining New and Expansion Project	2
III. CoC Board Decisions on “Round 2” Applications	3
IV. Amount of New Project Funding Available	3
V. New or Expansion Project Start Dates	3
VI. Ineligible New Project Types	3
VII. Agency Submission of Multiple Project Applications	4
VIII. Domestic Violence Bonus Project Funding Priorities	4
IX. Eligible Populations to be Served by Domestic Violence Bonus Projects	4
X. Project Review and Scoring	5
XI. Applicant Eligibility Criteria	5
XII. Applicant Webinar	5
XIII. Project Requirements	6 - 10
XIV. Allowable Costs Applicants May Request	10
XV. Applicant Competitive Characteristics	11
XVI. Project Quality Expectations	11
XVII. Project Performance Expectations	12 -13
XVIII. Terms and Definitions	13 - 16
XIX. Application Materials Due Date and Submission Instructions	16
XX. Contact Information	16
XXI. Scoring Criteria for New Project Applications (RRH and TH-RRH)	17 - 21
XXII. Scoring Criteria for Expansion Grants (RRH and TH-RRH)	22 – 25
XXIII. Scoring Criteria for CE-SSO Grants (New and Expansion)	26 - 29

I. Background

In the FY2021 Continuum of Care (CoC) competition, the Detroit CoC is soliciting proposals from applicants to request new project funding to fund projects that will exclusively serve people who are fleeing or attempting to flee domestic violence/human trafficking. Applications will be accepted to fund new projects (projects that do not currently receive CoC funding) or expansion projects (projects that do currently receive CoC funding). Applications will be considered for the following project types: Rapid Rehousing (RRH), Joint Component Transitional Housing and Rapid Rehousing (TH-RRH) or Coordinated Entry Supportive Services Only (CE-SSO). See below for an explanation of “new” and “expansion” projects.

Prospective applicants are encouraged to review these materials carefully. Applications are due to HAND by **12:00 pm on October 11, 2021.**

II. Defining New and Expansion Projects

The CoC will accept applications for both new and expansion projects. These project types are defined as follows:

- *New projects*: Projects that do not currently receive Continuum of Care funding that are requesting CoC funding for the first time.
- *Expansion projects*: Projects currently receiving Continuum of Care funding that are requesting additional funds to add new (ie, additional) units and/or expand services to the existing project. An expansion project may request funding for a budget line item it currently does not have or to add funds to an existing budget line item. An example of an existing project requesting new funds to expand services would be if an RRH project currently receives Continuum of Care funding, this project could request additional funding to expand to request additional rental assistance and/or supportive services costs to fund additional units that would be targeted to persons fleeing domestic violence/human trafficking. This is only an example, as expansion funding is not limited to only currently funded RRH projects.

Both *new projects* and *expansion projects* would be funded using new Domestic Violence (DV) Bonus funding. Therefore, both types of projects are considered new by both HUD and the CoC because both types of projects are requesting new project funding to support project activities. The evaluation criteria for new and expansion projects differs and is given in **Sections XXI, XXII, and XXIII.**

III. CoC Board Decisions on “Round 2” Applications Submitted in June 2021

In June 2021, the Detroit CoC accepted and reviewed applications for new CoC Bonus and DV Bonus funding. Those applications are considered to have been submitted in “Round 2” (a prior round of applications, “Round 1”, were reviewed in early 2021, prior to notice of the cancellation of the FY2020 CoC competition). Based on the results of the review of the Round 2 applications, and in light of the amount of funding available for DV Bonus projects, the CoC board made the following decision at their September 13, 2021 board meeting:

- A. The Request for Proposals (ie, this RFP) will be re-released to invite additional agencies to apply for Domestic Violence Bonus funding. The re-released RFP and applications would be modified slightly from the Round 2 RFP as follows:
 - In addition to accepting applications for new or expansion RRH, applications will be considered for new or expansion TH-RRH projects and new or expansion CE-SSO projects.
 - The application questions will be modified as needed to ensure alignment with the DV related questions in the CoC application.
- B. Applications received in Round 2 for either CoC Bonus or DV Bonus, but not selected for funding, will receive detailed and targeted feedback on how their Round 2 application scored, allowing them an opportunity to correct and re-submit their application to be re-reviewed and re-scored.

- If the agency chooses to re-submit its application, the score it receives on its re-submission will be the score used to determine if the application will be submitted to HUD. If the agency chooses to not re-submit its application, the score it received on its initial (Round 2) submission will be the score used to determine if the application will be submitted to HUD.

IV. Amount of New Project Funding Available

The Detroit CoC has a total of **\$4,562,673** available for new projects that will serve people fleeing domestic violence/human trafficking. The number of new and/or expansion projects the CoC submits to HUD depends upon the number and quality of applications received and the total amount of funding available.

The table below indicates the types of projects that CoC will consider with these funds.

Amount of Funding Available: \$4,562,673		
	New Projects	Expansion Projects
Types of project applications the CoC will consider:		
Rapid Rehousing	Yes	Yes
Joint Component TH-RRH project (both components)	Yes	Yes
Rapid Rehousing portion of an existing Joint Component TH-RRH project	N/A	Yes
Coordinated Entry Supportive Services Only (CE-SSO) <i>(the CoC may submit only one CE-SSO project with DV Bonus funds)</i>	Yes	Yes

A currently existing CoC funded Rapid Rehousing project not currently funded with DV Bonus funding may apply as an expansion project for new DV Bonus to expand and add new (additional) units/services to specifically serve persons fleeing domestic violence with the expansion portion of the project.

Amount of Funding Applicants May Request

There is no limit to the amount of funding an applicant may request; 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.

V. New or Expansion Project Start Dates

If funded, new or expansion projects would have the following start dates:

- New Projects: The project start date would be determined based on when HUD issues grant agreements. In general, new projects funded in the FY2021 CoC competition would likely start in the fourth quarter of 2022.
- Expansion Projects: Expansion projects will have the same start date as the currently funded CoC funded project.

VI. Ineligible New Project Types

In the FY2021 CoC competition, the following types of new or expansion project applications are not eligible for Domestic Violence Bonus funding and will not be considered:

- Dedicated Homeless Management Information System (HMIS).
 - Note: project applicants may request an HMIS budget line to help meet the data entry requirements into HMIS or a comparable database.
- Permanent Supportive Housing (PSH)
- Stand-alone Transitional Housing (TH)

VII. Agency Submission of Multiple Project Applications

An agency may submit as many project applications as it likes. Applicants will note there are different project applications for different types of projects (RRH, TH-RRH, CE-SSO). Applicants must submit the appropriate application for the type of project(s) they are requesting funding for. Multiple applications from the same agency will be reviewed, evaluated, and ranked independent of each other. Project applications are available on HAND's website at www.handetroit.org/continuum-of-care-funding.

VIII. Domestic Violence Bonus Funding Priorities

The CoC will accept new project applications for the types of new and expansion projects given above in **Section IV**. Additional priorities on how the DV Bonus funding will be allocated to new projects is still in development.

Please note the CoC may only submit one (1) new application for CE-SSO funding to HUD.

IX. Eligible Populations to be Served by Domestic Violence Bonus Projects

Populations to be served by projects funding with Domestic Violence bonus funding must be fleeing or attempting to flee domestic violence. Persons who are fleeing, or attempting to flee, human trafficking, are also eligible to be served. Please see **Section XVIII** for a fuller definition of "Domestic Violence" for the purposes of this RFP.

Projects funded with Domestic Violence Bonus funding may be targeted to single individuals, households with children, and/or youth (including youth under the age of 18, and parenting youth).

Any projects funded with CoC Domestic Violence Bonus funding must comply with the HUD's "[Equal Access to Housing Regardless of Sexual Orientation or Gender Identity](#)". The following highlight key areas of this rule that potential grantees need to be aware of:

For the purposes of CoC funding programs, this rule defines families as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

For projects funded with CoC funding, this means that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. Here are some examples to illustrate this requirement:

- A family with an older son or older male in the family may not be separated (ie, the male is required to go elsewhere), nor may they be denied services if otherwise eligible for services.
- A family with a male head-of-household may not be denied services if the household is otherwise eligible.
- A project may limit its assistance to households with minor children, however it may not limit its assistance to only female head-of-households.
- A woman who is pregnant, with no other minor children in her care, should be considered as a "household with minor children".

Projects may be targeted to serve a single gender so long as:

- The project is targeted to single individuals only (and does not also serve households with minor children); AND
- The project has shared bathing facilities or shared bedrooms

Projects that meet this standard may be targeted to serve a single gender but must still serve people based upon the person's gender identity.

Referrals will be made to projects via our community's Coordinated Entry system. Referrals will be made in consideration of the size of the household seeking assistance as compared to the size the unit(s) available.

X. Project Review and Scoring

All new and expansion projects will be reviewed and scored against established evaluation criteria. This evaluation criteria are given in **Sections XXI to XXIII** below. Applications not scoring at least 70% of the points possible will not be given further consideration for funding. Details on how new and expansion projects will be reviewed and scored may be found in the "Detroit CoC Funding Application Review and Ranking Process" policy, found [here](#). It is anticipated decisions will be made on which application(s) will be submitted to HUD for funding by the end of October 2021.

A. Audit Review

All projects seeking new or expansion funding will be required to submit the following:

- Organization's most recent financial audit, including the most recent A-133 audit, if applicable.
- Monitoring reports and additional applicable documentation from HUD for CoC program monitoring done from June 2017 to March 2021.
- Monitoring reports and additional applicable documentation from the City of Detroit for ESG/CDBG homeless program monitoring done from June 2017 to March 2021.

These audits and monitoring reports will be reviewed. Points may be deducted from an application's score for repeat financial audit findings or outstanding monitoring report findings. See details in **Sections XXI – XXIII** below.

If the CoC is made aware of outstanding audit findings other than what is given in the submitted documents (such as findings from another funder, the Office of Inspector General, etc) the CoC may take the results of that report into consideration as well. The CoC reserves the right to not fund new or expansion projects in the event of significant concerns regarding an organization's financial capacity.

XI. Applicant Eligibility Criteria

Eligible applicants for new or expansion project funding must meet the following criteria to apply for new or expansion 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, the applicant must be in good standing with HUD. HAND will inform the local HUD Field Office which agencies are applying for new project funding in FY2021.

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

XII. Applicant Webinar

Applicants are ***strongly encouraged*** to attend a live webinar on at **1:00 PM on September 27, 2021** where the details of this RFP will be reviewed and questions will be answered. This webinar will be recorded and posted to HAND's website within a few days following the webinar.

The webinar will be held via Zoom, and applicants may register for it here:

<https://us02web.zoom.us/join/zoom/register/tZwoduGurDgjGNeGQj7o-Zes51QCHomhtpQ4>

XIII. Project Requirements

A. General Requirements for All Project Types

All new or expansion projects are expected to meet the following requirements:

- 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

More details on what HUD expects for Housing First CoC programs, may be found in their "[Housing First in Permanent Supportive Housing](#)" [brief](#). While this document references Permanent Supportive Housing, the concepts apply to all project types.

- 2) Adherence to the CoC's [Written Standards](#).
- 3) All projects funded with CoC funding must participate in the Detroit CoC's Coordinated Entry Process, known local as the Coordinated Assessment Model (CAM). Participation in the CAM process includes filling unit vacancies for the project *only* via referrals from CAM and being compliant with the CAM Policies and Procedures. These Policies and Procedures may be found [here](#).
- 4) Rapid Rehousing (RRH) projects and Joint Component TH-RRH projects must also comply with these [policies and procedures](#) related project implementation.
- 5) The project must comply with all program regulations as found in the [Continuum of Care Program Interim Rule 24 CFR Part 578](#).
- 6) Agencies must comply with the data collection and reporting requirements for CoC funded programs. For victim service providers, this will mean using a comparable database in lieu of using the CoC's Homeless Management Information System, or HMIS. Agencies awarded these funds will work with the Detroit HMIS Lead Agency staff and selected vendor to ensure the database is comparable. Detroit HMIS Lead Agency staff can also provide referrals to potential comparable database vendors if needed. Applications for these funds may include an HMIS budget line to help cover the costs of establishing a comparable database and to help cover the costs of entering data into that database. Details on when a comparable database will be required may be found [here](#). The Detroit CoC HMIS Policies & Procedures may be found [here](#).
- 7) Recipients of CoC funding are required to provide a 25% cash or in-kind match on all budget lines except for leasing, which does not require match. The budget forms applicants will complete will assist with calculating the match requirements.
- 8) The applicant must demonstrate an ability to enroll the first participant within 3 months of receiving the grant agreement, for all project types.

- 9) 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](#) and [here](#). HAND staff will also provide additional assistance on the completion of Environmental Review documentation when needed.
- 10) An assessment fee is required from all agencies receiving Continuum of Care funding at the amount of .75% of the CoC funding received. For example, an agency that receives \$100,000 in CoC funding is required to pay an assessment fee of \$750. This assessment fee is payable to the CoC Lead Agency to support the CoC infrastructure costs needed to carry out the lead agency duties. Invoices for assessments are generated annually once CoC awards are announced by HUD.

B. Additional Requirements for Rapid Rehousing

In addition to the general project requirements above, new or expansion Rapid Rehousing projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Must provide tenant-based rental assistance only.
- 2) RRH projects may serve families, individuals, or unaccompanied youth who meet the criteria of being Category 1 and/or Category 4 homeless. As these projects will be funded with DV Bonus funds, they must exclusively serve persons fleeing/attempting to flee domestic violence. See [Section XVIII](#) for more details.
- 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) As noted in Part A above, all referrals to a RRH project will come from Detroit's Coordinated Entry system. Once enrolled in the RRH project, HUD will allow providers of this RRH assistance to up to half of the people the project is funded to serve in housing outside of the Detroit CoC jurisdiction, if doing so is in the best interest of the person being served.
- 5) Applicants may only request a 1-year budget.

C. 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 for the Rapid Rehousing portion of the project.
- 2) TH-RRH projects may serve families, individuals, or unaccompanied youth who meet the criteria of being Category 1 and/or Category 4 homeless. As these projects will be funded with DV Bonus funds, they must exclusively serve persons fleeing/attempting to flee domestic violence. See [Section XIX](#) for more details.
- 3) Agencies providing TH-RRH must be able to demonstrate an ability to implement *both* Transitional Housing *and* Rapid Rehousing. An agency may not select to apply for and implement only Transitional Housing.
- 4) The project must be able to provide sufficient RRH assistance to ensure that at any given time a program participant may move from TH to RRH (as RRH resources allow). This may be demonstrated

by identifying a budget that has twice as many resources for the RRH portion of the project than the TH portion or by having twice as many RRH units at a point in time as TH units.

- 5) As noted in Part A above, all referrals to a TH-RRH project will come from Detroit's Coordinated Entry system. Once enrolled in the RRH portion of the project, HUD will allow providers of this RRH assistance to up to half of the people the project is funded to serve in housing outside of the Detroit CoC jurisdiction, if doing so is in the best interest of the person being served.
- 6) 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.
- 7) Applicants may only request a 1 year budget.

D. Additional Requirements for Coordinated Entry SSO (CE-SSO)

In addition to the requirements above, new or expansion CE-SSO projects must also meet the following requirements. Applications that do not meet these requirements will not be considered:

- 1) Applicants may only request a 1-year budget.

- 2) **Allowable Activities That May be Requested**

In addition to the general project requirements above, for the FY2021 competition, new or expansion CE-SSO projects may only request funds to carry out Access Point and/or Navigation Activities, as defined in this section. Applicants desiring to request funds for activities other than this must provide data demonstrating how those activities meet a Coordinated Entry need. Applicants must demonstrate in their application how activities proposed will improve CE for persons fleeing domestic violence.

- a) **Access Point Activities**

"Access Points" are virtual (via a telephone number) and physical locations in Detroit that persons experiencing homelessness, or who are at-risk of homelessness, contact as the first step to accessing the homeless service system in Detroit. An agency receiving funding to provide Access Point activities will be expected to carry out ***all of*** the following Access Point activities:

- i. Provide both a call-in (telephone number) and/or physical location in Detroit for clients to access homeless services. Physical access sites must be offered taking necessary precaution to prevent the spread of COVID-19, including use of personal protection equipment, social distancing, and cleaning/sanitizing protocols.
 - ii. Practice diversion as a first response to persons seeking emergency shelter.
 - iii. Assess person unable to be diverted from shelter using the VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool).
 - iv. Access Point staff will make a preliminary determination if the person is experiencing chronic homelessness.
 - v. Refer clients to emergency shelter.
 - vi. Refer clients to other housing resources.
 - vii. Complete Housing Choice Voucher (HCV) applications for eligible clients.
 - viii. Track clients through the CAM process into housing. The "CAM process" for this point is defined as the Access- Assess-Assign process of moving a person from homelessness into housing.
 - ix. Monitor that appointments are made between clients and Navigation staff.

- x. Provide effective and clear communication to clients (in both verbal and written formats) to persons with disabilities and/or limited English proficiency. Access Point staff must have access to materials translated into commonly used languages and be able to access translation services when needed.
- xi. Receive and track emergency shelter bed availability, based on emergency shelter provider report.
- xii. Provide transportation to the Access Point or from the Access Point to shelter as needed on a case-by-case basis and as resources allow.
- xiii. Access Point staff may be required to completed Homeless Management Information System (HMIS) data entry in accordance with the HMIS Policies & Procedures and established data entry workflows.
- xiv. Access Point staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Access Point activities.
- xv. Access Point staff must adhere to the Coordinated Assessment Model (CAM) Policies and Procedures.
- xvi. Access Point staff may be required to participate in various CoC committees and workgroups.
- xvii. In-person activities should be undertaken with necessary precautions to reduce the risk of exposure to, or spread of, COVID-19.

b) Navigation Activities

“Navigators” will serve as the main point of contact for homeless households determined to be eligible for Permanent Supportive Housing, per outcome score on the Full SPDAT assessment and presence of a disabling condition. The Navigator’s primary responsibility is to provide case management services, at the level and intensity required to ensure the household is submitted to the PSH Prioritization List. An agency receiving funding to provide Navigation activities will be expected to carry out **all of** the following Navigation activities:

- i. Communicate with the CAM Lead Agency appointment time slots for navigation using the Salesforce database.
- ii. Completing VI-SPDATS and full SPDAT Assessments for individuals or families to determine housing need and begin development of housing plan.
- iii. Accept referrals from the CAM Lead Agency of clients that score for PSH on the VISPDAT or clients that Access Point staff believe would benefit from a full SPDAT.
- iv. Assess consumers referred to Navigation for PSH eligibility (i.e., presence of HUD approved disability).
- v. Complete a Homeless Preference Housing Choice Voucher (HPHCV) pre-application and CAM HMIS referral for consumers with no verified disability.
- vi. Develop a client-centered Individualized Housing Assistance Plan (IHAP) to address/remove PSH eligibility barriers. The IHAP should be completed in person, and at the initial Navigation meeting with consumer.
- vii. Monitor the IHAP bi-weekly and document progress toward meeting goals/objectives in HMIS case notes section and provide consumer with bi-weekly PSH Match status updates until a consumer is matched with a PSH provider or otherwise no longer literally homeless.
- viii. Provide community resources/referrals to address barriers identified in the IHAP, and provide direct assistance with helping the household access these resources and benefits (i.e., mainstream and entitlement benefits, linking/coordinating mental health services, follow-up with primary care physician, legal services, etc.).
- ix. Provide in-person case management and supports coordination to assist households in obtaining the following documentation:
 - Government issued identification

- Social Security Card(s)
 - Birth Records (when applicable for minor children)
 - CoC approved Homeless Verification (dated within 30 days of packet being submitted and at time of referral to PSH provider)
 - Chronic documentation, when applicable
 - Verification of Disability
- x. Explain to consumers PSH prioritization process as outlined in PSH Match Policy & Procedures.
 - xi. Respond to correspondence from CAM Intake staff monthly to verify whether a consumer is still homeless, if this information cannot be confirmed via HMIS.
 - xii. Provide necessary support to consumer following PSH match to facilitate successful placement into permanent housing.
 - xiii. Work collaboratively with the CAM Lead Agency and other partners to deliver effective and efficient coordinated entry services.
 - xiv. Navigation staff may be expected to enter data into, and/or otherwise utilize, the Salesforce database in addition to HMIS to conduct some of the above-referenced Navigation activities.
 - xv. Navigation staff must adhere to the Coordinated Assessment Model (CAM) Policies and Procedures.
 - xvi. Navigation staff must adhere to the PSH Match Policies and Procedures.
 - xvii. Navigation staff may be required to participate in various CoC committees and workgroups.
 - xviii. To the fullest extent possible, and taking precautions as needed to prevent the spread of COVID-19, Navigation staff are ***strongly encouraged*** to provide in-person services to the persons being navigated.

c) Other Activities Besides Access Point or Navigation Activities

Applicants requesting funds for activities other than Access Point or Navigation Activities must demonstrate, using data, that the proposed activities would need a community Coordinated Entry need. The applicant will describe this need in the CE-SSO application.

XIV. Allowable Costs Applicants May Request

The chart below indicates the budget lines different project types may request. All projects are limited to requesting 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. See **Section XVIII** for an explanation of the different types of Rental Assistance. For TH-RRH projects, the project may not combine rental assistance and leasing *in the same facility*, nor may the project combine rental assistance and operating *in the same facility*.

Budget Lines	RRH	TH-RRH		CE-SSO
		RRH portion	TH portion	
Rental Assistance	Yes <i>(TBRA only)</i>	Yes <i>(TBRA only)</i>	Yes <i>(SBRA, PBRA, or TBRA)</i>	No
Leasing	No	No	Yes	No
Leased Units	No	No	Yes	No
Operating	No	No	Yes	No
Supportive Services <i>(limitations on the types of supportive services allowed are given in budget charts)</i>	Yes	Yes	Yes	Yes
HMIS	Yes	Yes	Yes	Yes
Administrative Costs <i>(up to 7% of project costs)</i>	Yes	Yes	Yes	Yes

XV. Applicant Competitive Characteristics

In addition to the required eligibility criteria above, applicants applying for new or expansion funding that are able to demonstrate the following may earn a higher score on their project application and therefore may be more competitive to receive funding. These competitive characteristics include:

- 1) Experience of successfully implementing programming of the same kind as that being requested (ie, RRH, TH-RRH, or Coordinated Entry).
- 2) RRH or TH-RRH projects that demonstrate a case manager to client ratio of no more than 1:25.
- 3) A demonstrated ability to leverage Medicaid resources for support services provided within a person's residence.
- 4) A demonstrated capacity and experience in successfully managing federal funding.
- 5) A demonstrated ability to implement homelessness programming using a Housing First approach.
- 6) An ability to demonstrate that current leases or subleases for clients do not require service participation.
- 7) Experience of successfully using the Homeless Management Information System (HMIS) or a comparable database and adherence to the HMIS Policies and Procedures.

XVI. Project Quality Expectations

Applicants are encouraged to review the resources below to ensure their project aligns with best practices related to project quality.

A. Rapid Rehousing

Applicants applying for RRH funding are encouraged to review the following resources that identify core components and best practices for Rapid Rehousing projects. These documents include:

- *Rapid Rehousing Brief* (published by HUD in July 2014)
- *Rapid Rehousing: A History and Core Components* (published by the National Alliance to End Homelessness in April 2014)
- *Core Component of Rapid Rehousing* (published by the National Alliance to End Homelessness in February 2014)
- *Rapid Rehousing Toolkit* (published by the National Alliance to End Homelessness in 2016)

While these documents address several factors to consider for quality Rapid Rehousing, applicants should note 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 obtaining and maintaining housing, including a review of the organization's eviction prevention policies and program termination policies.
- How the project will assist participants with accessing mainstream services.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

C. Transitional Housing-Rapid Rehousing

Joint component TH-RRH projects are a relatively new project type in the Detroit CoC and across the country. Therefore, there is continuing learning about best practices and quality standards for these types of projects. Nevertheless, agencies applying for TH-RRH funding should consider the following when developing and implementing projects of this type:

- Agencies implementing joint component TH-RRH projects 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.
- 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).
- Agencies should review the Project Quality Expectations above for Rapid Rehousing for the RRH portion of the joint component project.
- Additional resources to review concerning Joint component project types:
 - [SNAPS In Focus message about TH-RRH projects](#)
 - [HUD webinar from 2019 reviewing key considerations for TH-RRH projects](#)

Applicants should note the following are key factors that reviewers will be paying specific attention to in reviewing applications for TH-RRH projects:

- 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, as this is a key component of the RRH portion of the project.
- How the project will assist participants with obtaining and maintaining housing, including a review of the organization's eviction prevention policies and program termination policies.
- How the project will assist participants with accessing mainstream services.
- How the project will assist participants with increasing their income and/or employment.
- How the project will assist participants with accessing mainstream services.
- How the project will ensure supportive services are flexible, client-driven, and focused on housing stability.

XVII. Project Performance Expectations

Agencies receiving funding for RRH, TH-RRH or CE-SSO projects will be evaluated on an annual basis for project performance. Project performance is a factor the CoC considers deciding whether to continue funding a project once the initial grant term ends. Applicants should note the following key metrics that have historically been used to evaluate projects. Note this is not an exhaustive list, as evaluation metrics for renewal projects may be modified annually:

A. RRH Projects

- Percentage of program participants who exit the program to permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)
- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures
- Compliance with HMIS (or comparable database) and CAM requirements

B. TH-RRH Projects

- Percentage of program participants who exit the program (both the TH and the RRH portion) to permanent housing
- Percentage of program participants who increase their income while in the program
- Length of time to house program participants once referral is received from CAM (i.e., Coordinated Entry)

- The extent to which people return to homelessness after exiting the project to permanent housing
- Project occupancy rates
- Project expenditures
- Compliance with HMIS (or comparable database) and CAM requirements

C. CE-SSO Projects

- Client satisfaction with Navigation and Access Point services
- Percentage of “match ready” packets submitted by Navigators
- Compliance with requirements related to submission of Housing Choice Voucher (HCV) applications
- Length of time to fulfill PSH and RRH vacancy requests
- Compliance with HMIS requirements

XVIII. Terms and Definitions

The following terms and acronyms are used throughout this RFP and the accompanying project applications.

Categories of Homelessness

Category 1 Homeless (Literally Homeless)

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is 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
3. 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

Category 2 Homeless (Imminent Risk of Homelessness)

An individual or family who will imminently lose their primary nighttime residence, provided that:

1. Residence will be lost within 14 days of the date of application for homeless assistance; and
2. No subsequent residence has been identified; and
3. 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.

Category 3 Homeless (Homeless Under Other Federal Statutes)

Not included as this does not apply to the Detroit CoC.

Category 4 Homeless (Fleeing/Attempting to Flee Domestic Violence)

Any individual or family who:

1. 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; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically Homelessness

(1) A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; or

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Domestic Violence

For the purpose of projects requesting Domestic Violence Bonus funding, persons would be eligible if they meet Category 4 of the homeless definition, which is individuals or families who:

1. 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; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

HUD has also clarified that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 (given above); and, therefore, these individuals or families may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3.

Homeless Management Information System and Comparable Databases

A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to persons who are homeless or at risk of homelessness. HAND is designated locally to manage the HMIS system in Detroit. Agencies that receive CoC funding are required to use the system. The information collected in the system is analyzed and utilized to help drive local and federal decisions.

Agencies that receive DV Bonus funding will be required to comply with HUD’s data collection requirements. For many agencies receiving DV Bonus funding, this will likely mean the agency must utilize a comparable

database to meet confidentially requirements for persons served. HUD has provided [this flowchart](#) to help agencies understand when they need to use a comparable database.

Joint Component Transitional Housing-Rapid Rehousing (TH-RRH)

The joint component TH-RRH project combines two existing program components – transitional housing and rapid rehousing – in a single project to serve people experiencing homelessness. These projects are expected to adhere to a Housing First model of service and are expected to be able to provide both Transitional Housing and Rapid Rehousing. The maximum amount of time a person may be served by this project type is 24 months.

Leasing vs. Rental Assistance

Applicants applying for TH-RRH projects may apply for leasing and/or rental assistance. *HUD has provided materials here describing the differences between leasing and rental assistance.* There are significant regulatory differences between these two budget lines, and applicants must ensure they understand the requirements of the budget lines they are requesting.

Permanent Supportive Housing (PSH)

Long-term housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting. Locally and nationally, PSH is the resource most frequently prioritized to help address the needs of people experiencing chronic homelessness. Domestic Violence Bonus funding may not be used to support PSH projects

Rapid Re-Housing (RRH)

Rapid Rehousing (RRH) is a type of housing intervention where households who are experiencing homelessness (including those fleeing domestic violence) are assisted to locate housing (ie, an apartment or a house) that they can move into as quickly as possible. An RRH project also provides supportive services to help that household maintain their housing and to connect them to other community resources so that they are stable once the program ends. RRH is designed to help households that don't need intensive and ongoing supports to quickly exit homelessness and return to permanent housing by providing short to medium term rental assistance (up to 24 mo.) and case management.

Scattered Site vs Project Based Housing

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

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

Types of Rental Assistance

For all of the types of rental assistance described below, the household pays up to 30% of their income towards the rent, and the CoC rental assistance pays the remaining portion of the rent due. If the household has zero income, the rental assistance will cover the full cost of the rent.

Project Based Rental Assistance (PBRA)

In project-based rental assistance, program participants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Program participants do not retain the rental assistance if they relocate to a unit outside the project; the subsidy remains with the project.

Tenant-Based Rental Assistance (TBRA)

TBRA provides rental assistance to homeless individuals or families for a rental unit of their choosing. Program participants select any appropriately sized unit within the CoC's geographic area (with some exceptions allowed). If the program participant chooses to locate another unit, the rental assistance will follow that person to the new unit (provided they have not met the maximum amount of time they may receive assistance in RRH).

Sponsor-Based Rental Assistance (SBRA)

In SBRA, the recipient contracts with a sponsor agency (the service provider) who located and rents housing units. The sponsor (service provider) then subleases the units to participants. If the program participant moves out of the unit, the sponsor can then sublease that unit to the next program participants.

XIX. Application Materials Due Date and Submission Instructions

Application materials are due to HAND by **12:00 pm on October 11, 2021**. Applications submitted after the due date will not be considered.

Applications are to be submitted only electronically (via email). Materials should be scanned and emailed directly to Amanda Sternberg at amanda@handetroit.org.

You may either scan the entire application packet and attachments as one PDF document or submit as separate documents. Materials may be submitted in PDF or Word formats. You may also send a ZIP file. You will receive an email response confirming material submission.

XX. Contact Information

For questions or additional information, contact Amanda Sternberg at amanda@handetroit.org or (313) 969-1882.

XXI. Scoring Criteria for New Project Applications in FY2021 CoC Competition

Evaluation Criteria for New Housing Projects (RRH and TH-RRH)

Applications applying for new funding will be scored and evaluated on the following components. This scoring criteria applies to new project applications, meaning applications for projects that do not currently receive CoC funding. Scoring criteria for *expansion* projects and CE-SSO projects are given below. There are some variations in the components to be evaluated, based on the type of project being applied for. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible. Changes from the 2019 scoring criteria are also given.

Threshold Score

Projects scoring 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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)	
		RRH	TH-RRH
Applicant Experience & Capacity	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants, including ramping up new FY18 projects if applicable Status of compliance with a CoC Corrective Action Plan over the past two years, if applicable Extent to which application currently operates housing of the kind it is applying for Clarity of roles of partners on project (if applicable) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)
Leveraging Experience	<ul style="list-style-type: none"> The extent to which the project is able to leverage other resources into the project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	2 (1%)	2 (1%)
Project Description	<ul style="list-style-type: none"> Target Population Clarity of overall description of project Projected outcomes Coordinating with other partners For TH-RRH projects, will also include the description of the TH site <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	10 (6%)	10 (6%)
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) Applicant will be asked about program staff availability and process for tracking referrals. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	5 (3%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following 	5 (3%)	5 (3%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)	
		RRH	TH-RRH
	<p>completion of rehab if required of project (with non-CoC dollars)</p> <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • None 		
Participation in CAM	<ul style="list-style-type: none"> • Up to 5 points awarded proportionally based on points the agency earned on the CAM participation portion of its renewal application(s). For example, if an agency earned 50% of the points possible for CAM participation in the renewal application, that agency's new project application would earn 2.5 out of the 5 points for this section. • Agencies that do not currently receive CoC PSH or RRH 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. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • Reduction in points possible 	5 (3%)	5 (3%)
Relationships with Landlords	<ul style="list-style-type: none"> • How the agency works with landlords to recruit their participation • How agency ensures on-going communication and maintenance of positive relationships with landlords • Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annually (ie, breakfasts, meet-and-greets, landlord fairs, etc). • Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following local averages from 2019: <ul style="list-style-type: none"> ○ RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) ○ The average length of time from 2019 is used, in recognition that the pandemic impacted the length of time to house people in 2020 • Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • None 	20 (12%)	20 (12%)
Housing First	<ul style="list-style-type: none"> • Score earned on the extent to which project is able to demonstrate how it incorporates Housing First into its program • Description of how Housing First is incorporated into programming • Applicants must describe how they work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services. 	10 (6%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)	
		RRH	TH-RRH
	<ul style="list-style-type: none"> Review an example of lease (required attachment) Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 		
Use of Peer Supports	<ul style="list-style-type: none"> Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> How peers are used as a part of the service team to enhance supports and services provided to tenants The supervision process for peer support specialists <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	3 (2%)	3 (2%)
Obtaining and Maintaining Permanent Housing (narrative response)	<ul style="list-style-type: none"> Evaluates how project assists client with accessing and maintaining housing, including addressing barriers to housing and client choice. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)
Past Housing Outcomes (Data)	<ul style="list-style-type: none"> Applicant must provide data demonstrating housing outcomes Full points for demonstrating 90% of clients over past year obtained/maintained PH Applicants newer to this work, and without data, may provide a narrative response describing past successes. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	10 (6%)	10 (6%)
Increasing Income/Employment (narrative response)	<ul style="list-style-type: none"> How clients are assisted to increase their income and employment What services are provided to help clients access employment resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	7 (4%)	7 (4%)
Past Employment Outcomes (Data)	<ul style="list-style-type: none"> Applicant must provide data demonstrating employment outcomes Full points for demonstrating 20% of clients over past year increased income/employment Applicants newer to this work, and without data, may provide a narrative response describing past successes. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	15 (9%)	15 (9%)
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	10 (6%)	10 (6%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)	
		RRH	TH-RRH
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	10 (6%)	10 (6%)
Connecting Clients to Medicaid and other Mainstream Resources	<ul style="list-style-type: none"> Extent to which agency has activities in place to enroll persons in Medicaid or other mainstream resources <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible for PSH programs 	4 (2%)	4 (2%)
Client to Case Manager Ratio	<ul style="list-style-type: none"> New RRH or TH-RRH will be expected to have case manager to client household ratios no higher than 1:25 <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase in points Points will be all or nothing; 1:25 (RRH or TH-RRH) is the expectation, anything higher than that will score 0 points. 	8 (5%)	8 (5%)
Budget	<ul style="list-style-type: none"> Applicant must demonstrate how budget will allow them to achieve the required 1:25 case manager to client household ratio. Applicant will be asked what other funds will support the project and sources and uses of those funds. Points may be earned for demonstrating other sources of funding. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	17 (10%)	17 (10%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)
Renewal Project Component #1 Proportional Score (Increase in Employment/Income)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #1. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	4 (2%)	4 (2%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total points possible)	
		RRH	TH-RRH
Renewal Project Component #2 Proportional Score (Housing Outcomes and Quality)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #2. Points will not apply to agencies that do not currently have CoC funded programs in Detroit with at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	7 (4%)	7 (4%)
Renewal Project Component #3 Proportional Score (Spending)	<ul style="list-style-type: none"> Proportional score will be based on average points earned for all of the applicant's FY21 renewal projects for Component #3. Points will not apply to agencies that do not currently have CoC funded programs in Detroit at least one year in operation. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for non-expansion projects, no change for 2021 	3 (2%)	3 (2%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein Audit will be reviewed separately, as noted below. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD and City monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 "Outstanding" means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. For financial audits, points may be deducted for repeat findings that have not been corrected. Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	Up to -10 for unresolved or significant audit findings	
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	-10 if renewal(s) do not pass threshold	
TOTAL POINTS POSSIBLE		170	170

XXII. Scoring Criteria for Expansion Grants (RRH and TH-RRH)

Expansion grants are currently funded CoC projects applying for additional funding to expand their current project. The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Current Project Score

The score given for each “Current Project Performance” component will be based on the amount of points the project earned on its renewal application, proportionally. For example, if a PSH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its FY21 renewal application, the project will earn 11.25 points (75% of 15) for the comparable component on its expansion grant.

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.

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)	
		RRH	TH-RRH
Applicant Experience	<ul style="list-style-type: none"> Any outstanding concerns with current CoC grants Clarity of roles of partners on project <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)
Capacity to Expand	<ul style="list-style-type: none"> Extent to which project demonstrates administrative and staffing capacity to expand <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	7 (4%)	7 (4%)
Rationale for New Funding Request	<ul style="list-style-type: none"> Extent to which project presents a clear rationale for additional funding <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	5 (3%)	5 (3%)
Service Model Description	<ul style="list-style-type: none"> Description of program service model, including a description of the roles of the staff team (ie, case managers, housing support specialists, etc.) Applicant will be asked about program staff availability and process for tracking referrals. For TH-RRH projects, will include the description of the TH site <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for expansion applications, no change for 2021 	8 (5%)	8 (5%)
Use of Peer Supports	<ul style="list-style-type: none"> Project evaluated on extent to which peer supports are used in service delivery, including: <ul style="list-style-type: none"> How peers are used as a part of the service team to enhance supports and services provided to tenants The supervision process for peer support specialists <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for expansion applications, no change for 2021 	3 (2%)	3 (2%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)	
		RRH	TH-RRH
Relationships with Landlords	<ul style="list-style-type: none"> How the agency works with landlords to recruit their participation How agency ensures on-going communication and maintenance of positive relationships with landlords Applicants must describe objective information such as: the number of landlords they work with, the number of landlord relationship-building events they hold annual (ie, breakfasts, meet-and-greets, landlord fairs, etc). Applicants must provide average length of time to house people (from project entry to housing move-in date). Points will be earned based on how they perform in comparison to the following current local averages from 2019: <ul style="list-style-type: none"> RRH: 78 days or less (average lengths of time longer than this may still earn points for the applicant) The average length of time from 2019 is used, in recognition that the pandemic impacted the length of time to house people in 2020 Half of the points possible will be based on narrative response on landlord relationships, and half of the points based on the average length of time it takes to house an individual. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for expansion applications, no change for 2021 	18 (11%)	18 (11%)
Increasing Participant Safety	<ul style="list-style-type: none"> Description of how the project will both ensure and increase the safety of program participants. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for expansion applications, no change for 2021 	10 (6%)	10 (6%)
Trauma Informed and Victim-Centered Approach to Service Delivery	<ul style="list-style-type: none"> Description of the applicant's experience using trauma-informed, victim-centered approach in service delivery and how this approach will be incorporated into program services. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020 for expansion applications, no change for 2021 	10 (6%)	10 (6%)
Experience ramping up projects	<ul style="list-style-type: none"> Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	5 (3%)	5 (3%)
Project Timeline	<ul style="list-style-type: none"> Extent to which project will enroll first participant within 3 months after signing grant agreement of following completion of rehab if required of project (with non-CoC dollars) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)
Housing First narrative response	<ul style="list-style-type: none"> Score earned on the extent to which project demonstrates incorporating Housing First into its program Applicants will be asked to describe how they work with tenants who may be non-compliant with medication, 	8 (5%)	8 (5%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)	
		RRH	TH-RRH
	<p>treatment, or have other behavioral concerns and are unwilling to engage in services.</p> <ul style="list-style-type: none"> Review an example of lease (required attachment) Review of eviction prevention and project termination policies (required attachment) <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 		
Improvements in Client Outcomes	<ul style="list-style-type: none"> Description of expected improvements in client outcomes as a result of having a lower case manager to client ratio, if requesting funds to expand services. Description of how the quality of project programming and client outcomes will improve as a result of increased funding. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> New in 2020, no change for 2021 	10 (6%)	10 (6%)
Budget	<ul style="list-style-type: none"> The provision of a detailed program services budget demonstrating additional resources for services committed to the project will earn more points. A description of the financial resources required for project to achieve 1:25 (for RRH) client to case manager ratios Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Increase point value 	20 (13%)	20 (13%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies submitting documentation of match may earn more points; match documentation is not required at time of application submission. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible 	3 (2%)	3 (2%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> None 	2 (1%)	2 (1%)
Renewal Project Component #1 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #1 for corresponding renewal project in FY21 for which expansion is requested. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> Reduction in points possible for RRH projects 	13 (8%)	13 (8%)
Renewal Project Component #2 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #2 for corresponding renewal project in FY21 for which expansion is requested. 	18 (11%)	18 (11%)

Area of Evaluation	Review will take into consideration:	Max Points Possible (% of total)	
		RRH	TH-RRH
	<u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 		
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #3 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> None 	5 (3%)	5 (3%)
Renewal Project Component #6 Proportional Score	<ul style="list-style-type: none"> Proportional score received on Component #6 for corresponding renewal project in FY21 for which expansion is requested. <u>Change from 2019</u> <ul style="list-style-type: none"> Reduction in points possible 	5 (3%)	5 (3%)
Outstanding Audit Findings	<ul style="list-style-type: none"> Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> Most recent HUD monitoring report and additional correspondence as applicable Most recent agency financial audit and A-133 “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. For financial audits, points may be deducted for repeat findings that have not been corrected. Points will be deducted from applications score for outstanding audit findings. <u>Change from 2019</u> <ul style="list-style-type: none"> None 	Up to -10 for unresolved or significant audit findings	
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <u>Change from 2019</u> <ul style="list-style-type: none"> None 	-10 if renewal(s) do not pass threshold	
TOTAL POINTS POSSIBLE		160	160

Renewal Project Proportional Score

The score given for each “Renewal Project Proportional Score” will be based on the amount of points the project earned on its renewal application, proportionally. For example, if an RRH project is applying for an expansion grant and earned 36/48 points (75%) on Component 2 in its renewal application, the project will earn 13.5 points (75% of 18) for the comparable component on its expansion grant.

XXIII. Scoring Criteria for CE-SSO Grants (New and Expansion)

The evaluation criteria for new Coordinated Entry SSO (CE-SSO grants) is given below, for both new and expansion CE-SSO grants. Expansion grants are currently funded CoC projects applying for additional new funding to expand their current project.

The columns under each project type indicate the total number of points for the component in question and the percentage that component is worth out of total points possible.

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Applicant Experience	<ul style="list-style-type: none"> Extent to which applicant is able to accurately describe the role and function of CE within the CoC system. Extent to which applicant describes experience providing CE activities, specifically navigation and access point activities. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Decreased points for expansion projects to accommodate increase points elsewhere Increased points for new applications as applicant experience in implementing a CE system is an important factor to evaluate. 	5 (4%)	22 (18%)
Capacity to Expand Or Take on New Grant	<ul style="list-style-type: none"> Extent to which project demonstrates administrative and staffing capacity to expand or take on new funding. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Reducing points possible to account for new/increased scoring criteria elsewhere 	7 (6%)	N/A
Description of Proposed Activities and Rationale for New Funding Request	<ul style="list-style-type: none"> Extent to which applicant clearly describes activities proposed to be carried out with funding, in alignment with allowable activities as given in the RFP (ie, Navigation and Access Point activities) and how activities will improve CE services and access to people fleeing domestic violence. Applicant must describe how proposed activities will fill a gap in the CE system Extent to which project presents a clear rationale for additional funding <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Increasing points to place more weight on this component. 	15 (13%)	20 (17%)
Experience in Area of Request OR	<ul style="list-style-type: none"> Applicant must demonstrate its experience providing proposed activities based on allowable 	15 (13%)	35 (29%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
Data Demonstrating Proposed Activity meets other CE need and Experience in that area	activities as given in the RFP (ie, Navigation and Access Point activities) OR <ul style="list-style-type: none"> • If applicant proposes activities other than Navigation and Access Point activities, applicant must provide data demonstrating proposed activity meets other CE need and the applicant’s experience providing those activities. <u>Change from prior year</u> <ul style="list-style-type: none"> • Increasing points to place more weight on this component. • Aligns with recommendation from CAM Gov committee 		
Experience ramping up projects	<ul style="list-style-type: none"> • Agency success with ramping up new projects, regardless of funding source, in the past and how they will address any challenges with ramping up this new project. <u>Change from prior year</u> <ul style="list-style-type: none"> • New in 2020 to align better align with scoring criteria for other new project types. No change for 2021. 	5 (4%)	5 (4%)
Project Timeline	<ul style="list-style-type: none"> • Extent to which project will be able to begin funded activities within 3 months of signing grant agreement. <u>Change from prior year</u> <ul style="list-style-type: none"> • New in 2020 to align better align with scoring criteria for other new project types. No change for 2021. 	5 (4%)	5 (4%)
Housing First narrative response	<ul style="list-style-type: none"> • Score earned on the extent to which project demonstrates a Housing First approach to CE. • For the purposes of the activities to be funded by new CE-SSO funding, Housing First will be defined in the RFP as: <ul style="list-style-type: none"> ○ Every attempt is made to place people into permanent housing as quickly as possible and without preconditions or service requirements. ○ People are not screened out of the CE process due to perceived barriers to housing or services, including, but not limited to, lack of employment or income, 	8 (7%)	8 (7%)

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<p>drug or alcohol use, or having a criminal record.</p> <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 		
Budget	<ul style="list-style-type: none"> Additional points may be earned if applicant is able to demonstrate an ability to utilize other, non-CoC resources, to support CE activities. Points earned to the extent that the budget is clear and logical and aligns with the rest of the application <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Increased point value to better align weight of this component with evaluation criteria for new PSH and RRH. 	20 (17%)	20 (17%)
Match	<ul style="list-style-type: none"> Project must meet HUD's 25% match requirement If agency is requesting multiple projects (new and/or renewal), will need to demonstrate that the identified match is distinct for each Agencies that submit documentation of match may earn more points; match documentation is not required at time of application submission. <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> None 	3 (3%)	3 (3%)
Attachments (inclusion and content of)	<ul style="list-style-type: none"> Required attachments all submitted, and no concerns/issues noted therein <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> None 	2 (2%)	2 (2%)
Renewal Project Component #3 Proportional Score	<ul style="list-style-type: none"> Spending current CoC CE-SSO grant(s) as in FY21 renewal application <p><u>Change from prior year</u></p> <ul style="list-style-type: none"> Reduced points to account for increase points elsewhere 	5 (4%)	N/A
Renewal Project Component #7 Proportional Score	<ul style="list-style-type: none"> Score received on FY21 renewal for CAM Lead or Implementing Partner <p><u>Change from prior year</u></p>	30 (25%)	N/A

Area of Evaluation	Review will take into consideration:	Expansion (Current CE-SSO grantees)	New (Agencies not currently receiving CE-SSO funds)
	<ul style="list-style-type: none"> • Increasing points to place more weight on this component as this is a measure of performance of current CE-SSO grantees. • Increased point value also to align with how this component is weighted as compared to expanded PSH or RRH projects. 		
Outstanding Audit Findings	<ul style="list-style-type: none"> • Documents to be submitted with application that will be reviewed: <ul style="list-style-type: none"> ○ Most recent HUD monitoring report and additional correspondence as applicable ○ Most recent agency financial audit and A-133 • “Outstanding” means: There has been no corrective action plan submitted (if the timeframe for submission has passed) or the corrective action plan that was submitted was not accepted. For financial audits, points may be deducted for repeat findings that have not been corrected. • Points will be deducted from applications score for outstanding audit findings. <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • None 	-10 for unresolved or significant audit findings	
Review of Entire Applicant CoC Portfolio	<ul style="list-style-type: none"> • Ten points deducted if applicant and/or subrecipient has any renewal projects in FY2021 that do not pass the renewal project threshold <p><u>Change from 2019</u></p> <ul style="list-style-type: none"> • None 	-10 if renewal(s) do not pass threshold	
TOTAL POINTS POSSIBLE		120	120

Notice of project rejection following Round 1 application process

Amanda Sternberg

From: Amanda Sternberg
Sent: Wednesday, May 5, 2021 2:25 PM
To: Jerry Peterson; luke.hassevoort@ruthelliscenter.org
Subject: May 19 meeting for new CoC project applicants

Hello Jerry and Luke,

Just following up to let you know that on Monday, the CoC Board approved the recommendation to allow Ruth Ellis the opportunity to receive feedback on your applications and re-submit them in a "Round Two" application process. Some of these details are still be worked out (including specific feedback on your applications), but I wanted to be sure you were aware of an informational meeting being held on May 19 at 9:30 am for any agency interested in applying for new funding in the upcoming FY2021 CoC competition. Ruth Ellis is strongly encouraged to be at that meeting, but the meeting will also be recorded so you may view it at a later time if needed. We are not making attendance at this meeting mandatory (only strongly encouraged). The zoom link to this meeting is here: <https://us02web.zoom.us/meeting/register/tZ0pc-uorDwrHdQsRL10bBY7KZTWbtWbNecl>

My goal is to provide you the feedback on your applications prior to this meeting.

Thank-you,

Amanda Sternberg

From: Luke Hassevoort <luke.hassevoort@ruthelliscenter.org>
Sent: Wednesday, April 28, 2021 11:40 AM
To: Amanda Sternberg <amanda@handetroit.org>; Jerry Peterson <jerry.peterson@ruthelliscenter.org>
Subject: RE: May 3 CoC Board Meeting and New Project Application Recommendations

Thanks, Amanda! We appreciate the explanation of next steps and feedback on the applications.

I'll be at the meeting next Monday, and will let you know if I have any questions after the meeting.

Best,

--

Luke Hassevoort, LMSW

[\(He/Him/His\)](#)

Housing Director

Ruth Ellis Center

www.ruthelliscenter.org

This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by HIPAA legislation (45 CFR, Parts 160 & 164). If you are not the intended recipient or the person responsible for delivering this email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender by replying to this email and then delete the email from your computer.

From: Amanda Sternberg <amanda@handetroit.org>
Sent: Wednesday, April 28, 2021 10:36 AM

To: Jerry Peterson <jerry.peterson@ruthelliscenter.org>; Luke Hassevoort <luke.hassevoort@ruthelliscenter.org>

Subject: RE: May 3 CoC Board Meeting and New Project Application Recommendations

Hi Jerry,

Yes, opportunity to re-submit would be later this spring/summer (still working out the timeline). You will receive the feedback on your applications by mid-May.

Amanda

From: Jerry Peterson <jerry.peterson@ruthelliscenter.org>

Sent: Wednesday, April 28, 2021 9:43 AM

To: Amanda Sternberg <amanda@handetroit.org>; Luke Hassevoort <luke.hassevoort@ruthelliscenter.org>

Subject: RE: May 3 CoC Board Meeting and New Project Application Recommendations

Thanks so much, Amanda. I really appreciate the detail and care you are demonstrating in this process. So the opportunity to resubmit would be sometime this summer? When will we get the feedback on how to improve the proposals?

Best! Jerry

Jerry Peterson

he/him/his

Executive Director

Ruth Ellis Center

313-680-3302

www.ruthelliscenter.org

This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to which they are addressed. This communication may contain material protected by HIPAA legislation (45 CFR, Parts 160 & 164). If you are not the intended recipient or the person responsible for delivering this email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender by replying to this email and then delete the email from your computer.

From: Amanda Sternberg <amanda@handetroit.org>

Sent: Wednesday, April 28, 2021 9:28 AM

To: Luke Hassevoort <luke.hassevoort@ruthelliscenter.org>; Jerry Peterson <jerry.peterson@ruthelliscenter.org>

Subject: May 3 CoC Board Meeting and New Project Application Recommendations

Hello Ruth Ellis staff,

Thank you for submitting two applications for new project funding earlier this year. All new project applications have been reviewed, and recommendations on these applications are being presented to the CoC board at their May 3 board meeting. A draft agenda for this meeting is attached. The meeting is Monday at 2:00 PM, and the zoom link is [here](#).

At this board meeting, the CoC Board will vote on the New Project Review Committee's recommendations regarding all new project applications submitted. To promote transparency in the decision-making process, all board members and the public are invited to be present for this discussion. Following the discussion, only non-CoC funded board members will vote on the new project recommendations.

As this portion of the meeting is open to the public, I wanted to be sure Ruth Ellis is aware of the recommendation concerning your applications and what will be presented publicly at this meeting. The attached document contains

details on all new project recommendations. In sum, the recommendation is that Ruth Ellis be provided feedback on your applications, and, that you be provided the opportunity to make improvements in your applications and re-submit in a "Round 2" application round later this summer. If you choose to re-submit, your application will be re-reviewed and re-scored (along with other applications that may be submitted in Round 2). Ruth Ellis may also choose to not re-submit in Round 2, in which case your application from Round 1 (and the score it received) would be considered alongside any applications received in Round 2. The attached document gives the score your applications received and additional rationale for this recommendation.

Please note a couple of vital caveats to this:

- What I have noted here are the recommendations going to the Board. ***These recommendations have not yet been approved by the Board***; therefore their final decision may differ from what is recommended.
- These recommendations are made prior to the release of the FY2021 Continuum of Care Notice of Funding Availability (NOFA). While we do not anticipate the NOFA contradicting anything we are recommending, it is important to keep in mind that once the NOFA is released, we will need to ensure there is no contradiction.
- ***Final decisions on awarding funding always lie with HUD.***

I realize this is a bit complex, so I'm happy to talk it through more either before or after Monday's board meeting. I will be following up with you after Monday's board meeting with next steps anyway, but am happy to talk before then if you like.

Thank you,

Amanda Sternberg, LMSW

Performance Management Analyst
Homeless Action Network of Detroit
3701 Miracles Blvd, Suite 101
Detroit, MI 48201
(p) 313-969-1882 | (f) 313-221-8383
amanda@handetroit.org

Notice of project rejection following Round 1 application process

Amanda Sternberg

From: Amanda Sternberg
Sent: Wednesday, May 5, 2021 2:27 PM
To: Michele Robinson
Cc: Charlotte Carrillo (ccarrillo@waynemetrol.org)
Subject: May 19 meeting for new CoC project applicants

Hello Michele,

No worries about not being able to get back to me. I did want to let you know that on Monday, the CoC Board approved the recommendation to allow Wayne Metro the opportunity to receive feedback on your applications and re-submit them in a "Round Two" application process. Some of these details are still be worked out (including specific feedback on your applications), but I wanted to be sure you were aware of an informational meeting being held on May 19 at 9:30 am for any agency interested in applying for new funding in the upcoming FY2021 CoC competition. Wayne Metro is strongly encouraged to be at that meeting, but the meeting will also be recorded so you may view it at a later time if needed. We are not making attendance at this meeting mandatory (only strongly encouraged). The zoom link to this meeting is here: <https://us02web.zoom.us/meeting/register/tZ0pc-uorDwrHdQsRL10bBY7KZTWbtWbNecL>

My goal is to provide you the feedback on your applications prior to this meeting.

Thank-you,

Amanda Sternberg

From: Michele Robinson <mrobinson@waynemetrol.org>
Sent: Wednesday, May 5, 2021 9:14 AM
To: Amanda Sternberg <amanda@handetroit.org>
Cc: Charlotte Carrillo (ccarrillo@waynemetrol.org) <ccarrillo@waynemetrol.org>
Subject: Re: May 3 CoC Board Meeting and New Project Application Recommendations

Hi Amanda

I am so sorry that I was not able to get back to you before the board meeting. We have a HUD audit this week so things have been extremely busy. I would still like to connect regarding the recommendations to make our applications stronger. Please let me know when you are available.

On Wed, Apr 28, 2021 at 9:26 AM Amanda Sternberg <amanda@handetroit.org> wrote:

Hello Wayne Metro staff,

Thank you for submitting three applications for new project funding earlier this year. All new project applications have been reviewed, and recommendations on these applications are being presented to the CoC board at their May 3 board meeting. A draft agenda for this meeting is attached. The meeting is Monday at 2:00 PM, and the zoom link is [here](#).

At this board meeting, the CoC Board will vote on the New Project Review Committee's recommendations regarding all new project applications submitted. To promote transparency in the decision-making process, all board members and the public are invited to be present for this discussion. Following the discussion, only non-CoC funded board members will vote on the new project recommendations.

As this portion of the meeting is open to the public, I wanted to be sure Wayne Metro is aware of the recommendation concerning your applications and what will be presented publicly at this meeting. The attached document contains details on all new project recommendations. In sum, the recommendation is that Wayne Metro be provided feedback on your applications, and, that you be provided the opportunity to make improvements in your applications and re-submit in a "Round 2" application round later this summer. If you choose to re-submit, your application will be re-reviewed and re-scored (along with other applications that may be submitted in Round 2). Wayne Metro may also choose to not re-submit in Round 2, in which case your application from Round 1 (and the score it received) would be considered alongside any applications received in Round 2. The attached document gives the score your applications received and additional rationale for this recommendation.

Please note a couple of vital caveats to this:

- What I have noted here are the recommendations going to the Board. ***These recommendations have not yet been approved by the Board***; therefore their final decision may differ from what is recommended.
- These recommendations are made prior to the release of the FY2021 Continuum of Care Notice of Funding Availability (NOFA). While we do not anticipate the NOFA contradicting anything we are recommending, it is important to keep in mind that once the NOFA is released, we will need to ensure there is no contradiction.
- ***Final decisions on awarding funding always lie with HUD.***

I realize this is a bit complex, so I'm happy to talk it through more either before or after Monday's board meeting. I will be following up with you after Monday's board meeting with next steps anyway, but am happy to talk before then if you like.

Thank you,

Amanda Sternberg, LMSW

Performance Management Analyst

Homeless Action Network of Detroit

3701 Miracles Blvd, Suite 101

Detroit, MI 48201

(p) 313-969-1882 | (f) 313-221-8383

amanda@handetroit.org

--

Michele R. Robinson MPA Executive *Director-Program Operations*
Wayne Metropolitan Community Action Agency
[7310 Woodward ave, Detroit, MI 48202](#)
O: 313.324-7960 C: Cell 586.722-3242

Visit our website at: www.waynemetro.org

Like us on Facebook

Follow us on Twitter

PLEASE NOTE: In alignment with the State of Emergency to contain COVID-19, Wayne Metro's physical spaces are currently closed to the public. We will continue to provide services in a virtual format. Please call Wayne Metro's Connect Center at (313) 388-9799 for help. [Click here](#) for COVID-19 information and resources.



Confidentiality Notice for Email Communications: This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This email may be legally privileged. If you are not the intended recipient or the person responsible for delivering this email to the intended recipient, be advised that you have received this email in error. Any use, disclosure, forwarding, dissemination, copying, printing, or distribution of this email is strictly prohibited and may be unlawful. If you have received this e-mail in error, please immediately notify Michele Robinson at 313-324-7960. You will be reimbursed for reasonable costs incurred in notifying us.

Summary of Recommendations for Round 1 FY2021 New Projects

Presented to CoC Board May 3, 2021

Project Score	Agency (Project) Name	Type*	Project Component	REQUEST		REQUEST DETAILS	RECOMMENDATION (details below)
				Amount	Number (size) units gained via CoC funding		
86.7%	Cass Community Social Services (Expansion PSH)	Expansion†	PSH	\$150,000	4 (1 bedroom)	Services to add additional PSH staffing; expanding staffing would allow Cass to use 4 additional units an existing building as PSH	Fund via grant transfer.
77.8%	Wayne Metro Community Action Agency (Expansion PSH)	Expansion	PSH	\$835,424	45 (1 bedroom)	Services and rental assistance to expand current CoC PSH project	Allow to re-submit application in Round 2.
87.6%	NSO (Clay Apartments)	New	PSH	\$524,968	N/A	Services and operations for Clay PSH Building	Commit to submitting to HUD as a new project in the FY2021 competition.
76.6%	Ruth Ellis Center (Clairmount PSH)	New	PSH	\$221,848	N/A	Services for new Clairmount PSH project	Allow to re-submit application in Round 2.
71.6%	Wayne Metro Community Action Agency (Roselawn PSH)	New	PSH	\$498,589	N/A	Services for new Roselawn PSH project	Allow to re-submit application in Round 2.
72.8%	Wayne Metro Community Action Agency (WMCAA RRH)	New	RRH	\$456,479	30 (1 bedroom)	Services and rental assistance to provide RRH	Allow to re-submit application in Round 2.
71.2%	Ruth Ellis Center (RRH)	New	RRH	\$352,282	20 (1 & 2 bedroom)	Services and rental assistance to provide RRH	Allow to re-submit application in Round 2.
Total Requested (all applicants)				\$3,039,590	PSH Units: 49 RRH Units: 50		
Total New Project Funding Available				TBD, pending NOFA release			

* "Expansion" projects are projects seeking funding to expand a currently funded CoC project by adding additional units and/or staff. "New" projects are projects that do not currently receive CoC funding. Both HUD and the CoC considered expansion projects are considered new projects.

† If the Cass application is funded via the grant transfer (as recommended) it would not technically be an expansion grant, as we cannot expand a current grant via a grant transfer. Noting this here to keep all aware of this technicality. This would not impact Cass's ability to utilize the funds in the grant transfer to carry out the activities proposed in their application.

Detroit Continuum of Care
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

September 14, 2021

Semaa Shlebah
ACCESS
2651 Saulino Court
Dearborn, MI 48120

Re: Application for Rapid Rehousing Domestic Violence Program

Dear Ms. Shlebah,

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

This project scored 73.5 out of a potential 141 points, for a score of 52%. 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.

Please note that the Detroit CoC is ***re-opening this year's new project application process for Domestic Violence Bonus funding***. Domestic Violence Bonus funding is a separate pool of new funding available to specifically serve people fleeing domestic violence. ACCESS will receive feedback on your RRH application and will be encouraged to re-apply, should you feel this funding opportunity remains a good fit for your organization.

Amanda Sternberg, from HAND, will be reaching out to you to discuss this in greater detail. If you have any questions on any of the above, you may contact me at (313) 965-5422 or Amanda at (313) 969-1882 or Amanda@handetroit.org.

Thank you,



Amy Brown
Detroit Continuum of Care Board Chair

Cc: Hassan Jaber, ACCESS

Notice of project rejection from Round 2 application process

Detroit Continuum of Care
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

September 14, 2021

Adam Perry
Catholic Charities of Southeast Michigan
8642 Woodward Ave
Detroit, MI 48202

Re: Application for new Rapid Rehousing at the Center for the Works of Mercy

Dear Mr. Perry;

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new CoC Bonus funding Rapid Rehousing (RRH) project. On behalf of the Detroit CoC Board of Directors, I regret to inform you that this project has not been selected for funding this year.


This project scored 83.5 out of a potential 121 points, for a score of 69%. 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.

Please note that the Detroit CoC is ***re-opening this year's new project application process for Domestic Violence Bonus funding***. Domestic Violence Bonus funding is a separate pool of new funding available to specifically serve people fleeing domestic violence. Catholic Charities will receive feedback on your RRH application for CoC bonus funding and will be encouraged to apply instead for Domestic Violence Bonus funding. The details on the timeline for this application process will be communicated once finalized.

The final listing of all new projects that will be submitted to HUD with CoC Bonus funding will posted to HAND's website by early November.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions on any of the above, you may contact me at (313) 965-5422 or Amanda Sternberg at (313) 969-1882 or Amanda@handetroit.org.

Thank you,



Amy Brown
Detroit Continuum of Care Board Chair

Cc: Paul Propson and Andrea Foley, Catholic Charities of Southeastern Michigan

Notice of project rejection from Round 2 application process

Detroit Continuum of Care
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

September 14, 2021

Michele Robinson
Wayne Metro Community Action Agency
7310 Woodward Ave, Suite 800
Detroit, MI 48202

Re: Application for new Continuum of Care RRH CoC Bonus funding

Dear Ms. Robinson;

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new CoC Bonus funding Rapid Rehousing (RRH) project. On behalf of the Detroit CoC Board of Directors, I regret to inform you that this project has not been selected for funding this year.

This project scored 104.5 out of a potential 143 points, for a score of 73.1%. Unfortunately, there was not sufficient CoC Bonus funding available to allocate to all new project applications.

Please note that the Detroit CoC is ***re-opening this year's new project application process for Domestic Violence Bonus funding***. Domestic Violence Bonus funding is a separate pool of new funding available to specifically serve people fleeing domestic violence. Wayne Metro will receive feedback on your RRH application for CoC bonus funding and will be encouraged to apply instead for Domestic Violence Bonus funding. The details on the timeline for this application process will be communicated once finalized.

The final listing of all new projects that will be submitted to HUD with CoC Bonus funding will posted to HAND's website by early November.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions on any of the above, you may contact me at (313) 965-5422 or Amanda Sternberg at (313) 969-1882 or Amanda@handetroit.org.

Thank you,



Amy Brown
Detroit Continuum of Care Board Chair

Cc: Charlotte Carrillo, Assia Likomanov, and Joan Brophy, Wayne Metro Community Action Agency

Summary of Recommendations for FY2021 New Projects Funded with CoC Bonus Funding (Round 2)

Project Score	Agency (Project) Name	Type*	Project Component	REQUEST		RECOMMENDATION		Comments
				Amount Requested	Number (size) units gained w/ CoC funding	Recommended Funding Amount	Number (size) units to be gained w/CoC funding	
76%	Wayne Metro Community Action Agency (Expansion PSH)	Expansion	PSH	\$835,424	45 (1 bedroom)	\$421,793	23 (1 bedroom)	Recommend submit for funding with a reduced budget; additional rationale provided below.
87.6%	NSO (Clay Apartments)	New	PSH	\$524,968	N/A: Svs & Ops at Clay PSH Apts	\$524,968	N/A: Services/Ops only	CoC Board committed to submit this project for new funding in FY2021 following the Round 1 application.
84.9%	Ruth Ellis Center (Clairmount PSH)	New	PSH	\$221,848	N/A: Svs for Clairmount PSH Bldg	\$221,848	N/A: Services Only	Recommend submit for funding at full amount requested
89.1%	Ruth Ellis Center (RRH)	New	RRH	\$352,282	20 (1 & 2 bedroom)	\$352,282	20 (1 & 2 bedroom)	Recommend submit for funding at full amount requested
73.1%	Wayne Metro Community Action Agency (WMCAA RRH)	New	RRH	\$456,479	30 (1 bedroom)	\$0	N/A	Not recommended for funding; allow to re-submit under DV Bonus Round 3
69.0%	Catholic Charities	New	RRH	\$677,632	40 (1 bedroom)	\$0	N/A	Did not pass scoring threshold. Not recommended for funding; allow to re-submit under DV Bonus Round 3
Total CoC Bonus Requested				\$3,068,651	PSH Units: 45 RRH Units: 90			
Total CoC Bonus Allocated to New Projects						\$1,520,891	PSH: Units: 23 RRH Units: 20	
Total CoC Bonus Funding Available						\$1,520,891		

* "Expansion" projects are projects seeking funding to expand a currently funded CoC project by adding additional units and/or staff. "New" projects are projects that do not currently receive CoC funding. Both HUD and the CoC consider expansion projects as new projects.

Summary of Recommendations for FY2021 New Projects Funded with DV Bonus Funding (Round 2)

Project Score	Agency (Project) Name	Type	Project Component	REQUEST		RECOMMENDATION		Comments
				Amount Requested	Number (size) units gained w/ CoC funding	Recommended Funding Amount	Number (size) units to be gained w/CoC funding	
52.1%	ACCESS	New	RRH	\$221,535	6 (2 and 3 bed.)	\$0	N/A	Did not pass scoring threshold. Not recommended for funding; allow to re-submit under DV Bonus Round 3. See additional recommendations below.
Total DV Bonus Requested				\$221,535	RRH Units: 6			
Total Current Recommended DV Bonus Allocated to New Projects						\$0		
Total DV Bonus Funding Available						\$4,562,673		

Recommendations for Domestic Violence Bonus Funding

In order to place the CoC in a position to be able to apply for more of the DV Bonus funding available to us, the following is recommended:

1. Release the RFP for DV Bonus funding for a Round 3 funding opportunity. In this RFP, the CoC should accept the following types of applications:
 - New/Expansion RRH (this is only project type allowed in Rounds 1 and 2)
 - New/Expansion TH-RRH
 - New/Expansion CE-SSO

Rationale for allowing applications of other project types:

- Casting a “wider net” on the types of projects may result in more quality applications to help us utilize more of the funding.
 - Our current DV TH-RRH provider, NLSM, may be in a position to expand their current DV TH-RRH project, particularly the TH portion of that project.
2. In addition to releasing the RFP again, it is recommended:
 - ACCESS receive feedback on their application and be invited to re-apply (using the same strategy as between Rounds 1 and 2)
 - Catholic Charities and Wayne Metro (who were not recommended for CoC Bonus funding) likewise receive feedback on their applications and invite them to consider applying for DV-specific RRH.

Additional Context

- The CoC did not receive any applications for DV bonus in Round 1 (January 2021).
- In preparation for Round 2, HAND did targeted outreach to MI Coalition to End Domestic and Sexual Violence, DV providers, and DHC to encourage them to consider applying for the DV bonus funding. We received the one application for DV Bonus funding from ACCESS in Round 2.
- When the NOFO was released in August, we learned we have \$4.5 million in DV bonus funding available.
- If approved, the Round 3 RFP would be released by September 17, with recommendations coming to the CoC board by the end of October.

Notice of project rejection from Round 3 application process

Detroit Continuum of Care

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

October 22, 2021

Gloria White
Neighborhood Legal Services Michigan
7310 Woodward Ave, Suite 301
Detroit, MI 48202

Re: Application for new Domestic Violence Bonus TH-RRH funding

Dear Ms. White;

Thank-you for your application to the Detroit Continuum of Care (CoC) for a new Domestic Violence Bonus funding to expand your current TH-RRH project. On behalf of the Detroit CoC Board of Directors, I regret to inform you that this project has not been selected for funding this year.

This project scored 86.3 out of a potential 160 points, for a score of 53.9%. 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. HAND staff will provide detailed feedback on your application following the close of the CoC Competition in mid-November.

The final listing of all new projects that will be submitted to HUD with Domestic Violence Bonus funding will be posted to HAND's website by early November.

The CoC looks forward to continuing to work together on our mutual goals to end homelessness in Detroit. If you have any questions on any of the above, you may contact me at (313) 965-5422 or Amanda Sternberg at (313) 969-1882 or Amanda@handetroit.org.

Thank you,



Amy Brown
Detroit Continuum of Care Board Chair

Cc: Leonard Sanchez and Jean Griggs, Neighborhood Legal Services Michigan

Summary of Recommendations for FY2021 New Projects Funded with Domestic Violence Bonus Funding (Round 3)

Project Score	Agency (Project) Name	Type*	Project Component	REQUEST		RECOMMENDATION		Comments
				Amount Requested	RRH & TH to be gained w/ CoC funding	Recommended Funding Amount	RRH & TH to be gained w/ CoC funding	
88.8%	Alternatives for Girls (DV-TH-RRH)	New	TH-RRH	\$560,556	RRH Units:15 TH Units: 5	\$560,556	RRH Units:15 TH Units: 5	Recommend submit for funding at full amount requested or more if the agency is able to request more.
80.7%	ACCESS (DV RRH)	New	RRH	\$321,599	RRH Units: 15	\$321,599	RRH Units: 15	Recommend submit for funding at full amount requested or more if the agency is able to request more, pending agency response to request for further information (detailed below).
79.2%	Freedom House (FreedomLives)	New	TH-RRH	\$425,298	RRH Units: 11 TH Beds: 4	\$425,298	RRH Units: 11 TH Beds: 4	Recommend submit for funding at full amount requested or more if the agency is able to request more.
53.9%	Neighborhood Legal Services Michigan (Project First Steps Expansion)	Expansion	TH-RRH	\$1,007,444	RRH Units: 20 TH Beds: 16	\$0	N/A	Did not pass scoring threshold. Not recommended for funding
Total Domestic Violence Bonus Requested				\$2,314,897	RRH Units: 61 TH Units/Beds: 25			
Total Domestic Violence Bonus Currently Allocated to New Projects						\$1,307,453	RRH Units: 41 TH Units/Beds: 9	
Total Domestic Violence Bonus Funding Available						\$4,562,673		

* "Expansion" projects are projects seeking funding to expand a currently funded CoC project by adding additional units and/or staff. "New" projects are projects that do not currently receive CoC funding. Both HUD and the CoC consider expansion projects as new projects.

Amanda Sternberg

From: Amanda Sternberg
Sent: Monday, November 1, 2021 5:16 PM
To: Amanda Sternberg
Subject: Final FY2021 CoC Project Priority Ranking List
Attachments: FY2021 Project Priority Ranking List and Policies.pdf

Hello,

This email, and the attachment, serves as notice that all renewal and new projects listed on the accompanying project priority listing have been accepted by the Detroit CoC for submission to HUD as a part of the FY2021 Continuum of Care application. These projects will be submitted to HUD by November 16, 2021 in rank order as given in the accompanying list. This list has also been posted on HAND's [website](#).

This information is provided to meet HUD's requirement that projects be informed at least 15 days prior to the close of the CoC competition if projects will be accepted or rejected by the CoC. Projects submitted for funding that were not accepted have been informed individually that their projects would not be submitted to HUD.

As you will note in the list, the overall score received on the project application, as well as the score received on specific components as needed for tie-breakers, is given. If you have questions about the project ranking list, feel free to reach out to me for further details.

Thank you.

Amanda Sternberg, LMSW
Performance Management Analyst
Homeless Action Network of Detroit
3701 Miracles Blvd, Suite 101
Detroit, MI 48201
(p) 313-969-1882 | (f) 313-221-8383
amanda@handetroit.org



FY2021 Detroit Continuum of Care Project Priority Ranking List

November 1, 2021

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 FY2021 Continuum of Care application. These projects will be submitted to HUD by November 16, 2021 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 November 1, 2021, and may be accessed [here](#). This list was also distributed via email to all project applicants.

FY2021 Project Priority Ranking Policies

The Detroit CoC Board approved the FY2021 project priority ranking policies on June 7, 2021. These policies may be accessed from HAND's website [here](#). The policies are also provided at the end of this document, following the list of projects. Also given here 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. HUD will fund Tier 2 projects according to both the CoC application score and the project score, as described in the FY2021 CoC NOFO.

FY2021 Reallocation Policies

The Detroit CoC Board approved the FY2021 project priority ranking policies on June 7, 2021. These policies are in the document linked above and included at the end of this document. In FY2021 four renewal projects fell below threshold and would have been reallocated but all were granted an appeal. No agencies voluntarily relinquished their grants nor did the CoC board identify other projects for reallocation. Therefore, no projects were reallocated in FY2021.

Acceptance of Projects for Ranking and Submission to HUD

Renewal Projects

Renewal project applications were due to the Collaborative Applicant on June 17, 2021. The renewal projects were reviewed and scored according to established scoring criteria and received their project scores on July 22, 2021. 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: CoC Bonus

Two application rounds were held for agencies to apply for CoC Bonus funding. The first round was held in late 2020/early 2021 prior to receiving notice of the cancellation of the FY2020 CoC competition. New project applications submitted in Round 1 were considered for funding in the FY2021 CoC competition.

	Application Due Date	Number of Applications Submitted	Number of Applications Approved for Submission to HUD	Number of Applications Rejected	Applicants Notified of Decisions
Round 1	1/8/2021	7	1*	N/A*	5/5/2021
Round 2	6/25/2021	5	3	2	9/14/2021

**From the seven applications received in "Round 1", one application was approved to be submitted as a new project in the FY2021 CoC competition opened, one application was approved to be funded via a grant transfer opportunity, and the remaining five were invited to re-submit in "Round 2", in preparation for the FY2021 CoC competition.*

New Projects: Domestic Violence Bonus Funding

Three application rounds for held for agencies to apply for CoC Bonus funding. The first round was held in late 2020/early 2021 prior to receiving notice of the cancelation of the FY2020 CoC competition.

	Application Due Date	Number of Applications Submitted	Number of Applications Approved for Submission to HUD	Number of Applications Rejected	Applicants Notified of Rejection
Round 1	1/8/2021	0	N/A	N/A	N/A
Round 2	6/25/2021	1	0	1	9/14/2021
Round 3	10/11/2021	4	3	1	10/22/2021

HUD may choose to fund the Domestic Violence Bonus projects using either Domestic Violence Bonus funding or CoC Bonus funding. If the project is funded with Domestic Violence Bonus funding, all other projects ranked below this project will move up on the ranking list.

New Project Funding Available and Requested

The table below demonstrates the total amount of new funding available to the CoC and the total amounts requested.

	Total Amount Available	Total Amount Submitted to HUD	Balance Not Being Requested
CoC Bonus	\$1,520,891	\$1,520,891	\$0
Domestic Violence Bonus	\$4,562,673	\$1,494,076	\$3,068,597

CoC Planning Funding Requested

CoC Planning funding is available to the Homeless Action Network of Detroit to allow it to fulfill its role as the Collaborative Applicant. These funds are separate from funds used to fund other CoC programs and may only be granted to the CoC's Collaborative Applicant. The final amount of CoC Planning that will be applied for in FY2021 will not exceed \$912,535, the total amount of CoC Planning funding available.

Detroit CoC FY2021 Project Priority Ranking List

	Applicant Name	Project Name	Project Component	Total CoC Request	Cumulative Total	Overall % earned on application	Tie-Breaker: 2A	Tie-Breaker: 2B	Scored Comp. 7 (CE-SSO) or 8 (HMIS)	Notes
TIER 1 PROJECTS										
RANKING POLICY #1: Renewal CoC Infrastructure										
1	Community & Home Supports	Coordinated Assessment & Navigation Project	CE-SSO	847,538	847,538	100%			100%	The CHS CE-SSO and HMIS projects were tied, and current policies did not have tie-breaking criteria. Recommending they be listed with the CE-SSO project first, as this project provides direct services to people experiencing homelessness.
2	Homeless Action Network of Detroit	Homeless Management Information System	HMIS	390,233	1,237,771	100%			100%	
3	Southwest Counseling Solutions	CE-SSO Consolidation	CE-SSO	959,341	2,197,112	91%			87%	
RANKING POLICY #2: New CoC Bonus up to Approximately #1 million										
4	Wayne Metro Comm. Action Agency	Detroit PSH Expansion	PSH	421,793	2,618,905	76.0%				Per ranking policies, this project is ranked above the other two CoC Bonus projects b/c this project would result in additional PSH units (23) even though it scored lower.
5	Neighborhood Service Organization	Clay Apartments	PSH	524,968	3,143,873	87.6%				
6	Ruth Ellis Center	Clairmount Center	PSH	221,848	3,365,721	84.9%				
RANKING POLICY #3: New Domestic Violence Bonus up to Approximately \$500,000										
7	Alternatives for Girls	DV TH-RRH	TH-RRH	560,556	3,926,277	88.8%				Agency declined the opportunity to request additional DV bonus funds.
RANKING POLICY #4: Renewal Projects Without 12 Months Operation by 12/31/2020										
8	Cass Comm. Social Services	Brady Apartments PSH	PSH	150,219	4,076,496	96%	N/A	N/A		
9	Wayne Metro Comm. Action Agency	Detroit CoC PSH	PSH	718,064	4,794,560	74%	100%	N/A		
RANKING POLICY #5: Renewal Permanent Supportive Housing										
10	Community & Home Supports	Permanent Community Home Support I	PSH	574,460	5,369,020	100%	100%	99%		
11	Community & Home Supports	Permanent Community Home Support II	PSH	1,413,602	6,782,622	100%	100%	95%		
12	Neighborhood Service Organization	Bell Supportive Housing Project	PSH	599,393	7,382,015	98%	99%	98%		
13	Cass Comm. Social Services	Travis Permanent Supportive Housing	PSH	421,019	7,803,034	97%	100%	95%		
14	Neighborhood Service Organization	Supportive Housing	PSH	395,059	8,198,093	96%	100%	103%		
15	Neighborhood Service Organization	FUSE	PSH	260,118	8,458,211	96%	100%	90%		
16	Cass Comm. Social Services	Scott Permanent Supportive Housing	PSH	226,088	8,684,299	96%	95%	91%		
17	Cass Comm. Social Services	Thomasson Apartments	PSH	173,808	8,858,107	95%	100%	100%		
18	Neighborhood Legal Svcs Michigan	Project Hope	PSH	610,839	9,468,946	95%	100%	98%		
19	Neighborhood Legal Svcs Michigan	Project Hope II	PSH	831,747	10,300,693	95%	99%	99%		
20	Travelers Aid Society Metro Detroit	Infinity	PSH	1,126,150	11,426,843	94%	100%	98%		
21	MI Dept of Health & Human Svcs	PSH Detroit Renewal	PSH	2,892,372	14,319,215	94%	99%	121%		
22	Cass Comm. Social Services	Cass Apartments Permanent Supportive Housing	PSH	384,102	14,703,317	93%	100%	98%		

Detroit CoC FY2021 Project Priority Ranking List

	Applicant Name	Project Name	Project Component	Total CoC Request	Cumulative Total	Overall % earned on application	Tie-Breaker: 2A	Tie-Breaker: 2B	Scored Comp. 7 (CE-SSO) or 8 (HMIS)	Notes
23	Southwest Counseling Solutions	Leasing Assistance Consolidation	PSH	998,001	15,701,318	93%	98%	105%		
24	Cass Comm. Social Services	Webb Street Permanent Supportive Housing	PSH	236,610	15,937,928	93%	93%	103%		
25	Detroit Wayne Integrated Health Network	Southwest Solutions Matrix Rental Assistance Program	PSH	52,061	15,989,989	92%	100%	140%		
26	Neighborhood Service Organization	NSO/COTS	PSH	122,964	16,112,953	92%	100%	93%		
27	Travelers Aid Society Metro Detroit	BEIT	PSH	1,040,942	17,153,895	92%	99%	103%		
28	Southwest Counseling Solutions	Rental Assistance Consolidation	PSH	1,332,166	18,486,061	92%	99%	92%		
29	COTS	Pathways	PSH	836,287	19,322,348	89%	100%	85%		
30	Detroit Wayne Integrated Health Network	Detroit Central City Rental Assistance Program	PSH	385,075	19,707,423	87%	100%	103%		
31	COTS	Buersmeyer Manor	PSH	152,383	19,859,806	87%	100%	90%		
32	Detroit Wayne Integrated Health Network	Southwest Housing Partners Rental Assistance Program	PSH	285,856	20,145,662	87%	100%	88%		
33	Detroit Wayne Integrated Health Network	DCI/COTS Omega	PSH	537,105	20,682,767	83%	100%	98%		
34	Detroit Rescue Mission Ministries	Cornerstone PSH	PSH	1,442,831	22,125,598	80%	92%	77%		
35	Detroit Wayne Integrated Health Network	Detroit Central City Permanent Housing	PSH	475,834	22,601,432	76%	100%	79%		
36	Central City Integrated Health	FY2021 CoC PSH Program	PSH	1,208,937	23,810,369	68%	99%	83%		This project was granted a waiver of the 70% threshold requirement for renewal projects.
37	Central City Integrated Health	FY2021 CoC PSH Bonus Program	PSH	691,732	24,502,101	67%	98%	81%		This project was granted a waiver of the 70% threshold requirement for renewal projects.
RANKING POLICY #6: Renewal Rapid Rehousing										
38	Neighborhood Service Organization	RRH	RRH	326,194	24,828,295	100%	100%	100%		
39	Neighborhood Legal Svcs Michigan	Project Permanency One	RRH	1,239,030	26,067,325	95%	100%	76%		
40	Neighborhood Legal Svcs Michigan	NLSM Cares Expansion	RRH	1,253,280	27,320,605	90%	100%	93%		
41	Alternatives for Girls	Detroit Youth RRH	RRH	302,017	27,622,622	88%	100%	108%		
42	Southwest Counseling Solutions	CoC Rapid Rehousing	RRH	416,955	28,039,577	85%	100%	74%		
43	Mariners Inn	Mariners Inn Permanent Housing (Tier 1 amount)	PSH	208,201	28,247,778	79%	85%	76%		Per ranking policies, this PSH project is ranked with RRH because it scored less than 90% on the three components. This project also straddles the Tier 1/Tier 2 funding line and is listed as such to show the Tier 1/Tier 2 lines. 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.
Tier 1 Limit: \$28,247,778										

Detroit CoC FY2021 Project Priority Ranking List

	Applicant Name	Project Name	Project Component	Total CoC Request	Cumulative Total	Overall % earned on application	Tie-Breaker: 2A	Tie-Breaker: 2B	Scored Comp. 7 (CE-SSO) or 8 (HMIS)	Notes
TIER 2 PROJECTS										
43	Mariners Inn	Mariners Inn Permanent Housing (Tier 2 amount)	PSH	41,538	28,289,316	79%	85%	76%		
RANKING POLICY #7: Renewal Joint Component Transitional Housing-Rapid Rehousing										
RANKING POLICY #8: Renewal Transitional Housing										
44	Methodist Children's Home Society	Teen Infant Parenting Services Program	TH	362,392	28,651,708	99%	100%	94%		
45	Neighborhood Legal Svcs Michigan	Project First Steps	TH-RRH	934,394	29,586,102	68%	84%	67%		This project was granted a waiver of the 70% threshold requirement for renewal projects; per ranking policies it is ranked with TH projects because it scored less than 90% on the three components.
46	Freedom House	FreedomLives	TH	390,841	29,976,943	61%	92%	97%		This project was granted a waiver of the 70% threshold requirement for renewal projects.
RANKING POLICY #9: Remaining CoC Bonus Projects										
47	Ruth Ellis Center	RRH	RRH	352,282	30,329,225	89.1%				
RANKING POLICY #10: Remaining Domestic Violence Bonus Projects										
48	ACCESS	DV-RRH	RRH	321,599	30,650,824	80.7%				Agency has affirmed commitment to Detroit CE process and requirements re: location of units. Agency declined the opportunity to request additional DV bonus funds.
49	Freedom House	Freedom Lives TH-RRH	TH-RRH	611,921	31,262,745	79.2%				Agency requested additional DV bonus funds.



Detroit Continuum of Care

FY2021 Detroit Continuum of Care Competition Project Priority Ranking and Reallocation Policies

June 2021

This document provides the policies by which projects seeking funding in the FY2021 Continuum of Care competition will be prioritized and ranked. This document also provides the policy that will guide reallocation for renewal projects.

I. FY2021 Detroit Continuum of Care Project Priority Ranking Policies

A. Project Priority Ranking Order

The Detroit Continuum of Care (CoC) is required to prioritize and rank projects applying for Continuum of Care (CoC) funding in the annual CoC competition. Projects seeking renewal or new funding in the FY2021 CoC competition will be prioritized and ranked as follows.

1. The CoC's renewal infrastructure projects will be ranked first, by overall percentage scored on the renewal application, from highest to lowest, unless the project scores less than 90% on **both of the following**: Overall score and HMIS Lead Agency or CAM Lead Agency Specific component, (component 7 or component 8). Projects scoring less than 90% on **both** components will be ranked with renewal Permanent Supportive Housing projects according to the project's overall score. For the purposes of project prioritization and ranking, "infrastructure projects" are defined as dedicated HMIS grants and Coordinated Entry Supportive Services Only (CE-SSO) grants.
2. New, including new expansion project(s), created via reallocation and/or CoC Bonus funds up to approximately \$1,000,000 in the following order by overall project score:
 - a. New or expansion PSH projects that, if funded, would bring additional units of PSH to the CoC, with a baseline goal of at least 40 new units.
 - b. New or expansion PSH projects requesting supportive services funding only.
 - c. Remaining new or expansion PSH projects.
 - d. New or expansion RRH projects.
 - e. New or expansion CE-SSO projects.
3. New Domestic Violence Bonus projects up to approximately \$500,000 by overall project score.
4. Renewal projects that have not yet completed one full calendar year of operations as of 12/31/2020 will be ranked in the following order by overall percentage scored on the application, from highest to lowest:
 - a. PSH projects
 - b. RRH projects
 - c. TH-RRH projects
 - d. CE-SSO projects
 - e. Dedicated HMIS projects

Note: This ranking order only applies to "stand-alone" renewal projects. Projects that received new expansion funding in FY2018 or FY2019 will be ranked as a renewal project according to project type in ranking order 5, 6, or 7.

5. Renewal Permanent Supportive Housing (PSH) projects ranked by overall percentage scored on the renewal application, from highest to lowest, unless the project scores less than 90% on **all three of the following**: Overall score, Permanent Housing Placement or Retention (component 2A) and Average Utilization (component 2B). Projects scoring less than 90% on **all three** of these components will be ranked with renewal Rapid Rehousing projects according to the project's overall score.

6. Renewal Rapid Rehousing (RRH) projects ranked by overall percentage scored on the renewal application, from highest to lowest, unless project scores less than 90% on **all three of the following**: Overall score, Permanent Housing Placement (component 2A) and Average Utilization (component 2B). Projects scoring less than 90% on **all three** of these components will be ranked with renewal Transitional Housing projects according to the project's overall score.
7. Renewal Joint Component Transitional Housing-Rapid Rehousing (TH-RRH) projects, ranked by overall percentage scored on the renewal application, from highest to lowest, unless project scores less than 90% on **all three of the following**: Overall score, Permanent Housing Placement (component 2A) and Average Utilization (component 2B). Projects scoring less than 90% on **all three** of these components will be ranked with renewal Transitional Housing projects according to the project's overall score.
8. Renewal Transitional Housing (TH) projects ranked by overall percentage scored on the renewal application, from highest to lowest, unless project scores less than 90% on **all three of the following**: Overall score, Permanent Housing Placement (component 2A) and Average Utilization (component 2B). Projects scoring less than 90% on **all three** of these components will be ranked at the bottom of the project ranking list by overall project score.
9. Remaining new or expansion CoC Bonus projects in the following order by overall score:
 - a. New or expansion PSH projects that, if funded, would bring additional units of PSH to the CoC, with a baseline goal of at least 40 new units.
 - b. New or expansion PSH projects requesting supportive services funding only.
 - c. Remaining new or expansion PSH projects.
 - d. New or expansion RRH projects.
 - e. New or expansion CE-SSO projects.
10. Remaining new Domestic Violence Bonus projects by overall score.

B. 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).

C. Consolidated Project Ranking

Projects that submit as a consolidated project will be ranked as follows:

- The individual projects will be ranked according to individual project score; and
- The consolidated project will be ranked according to the highest scoring individual project included in the consolidation.

D. Tiebreaking Criteria

Tiebreakers for ranking policies 2, 3, 9, and 10 will be applied in the following order:

1. First tie-breaker (for PSH, RRH, TH-RRH project applications): Percentage of points earned on past housing outcomes data. For new, non-expansion, projects this will be based on the narrative response given in the application as scored by the review committee. For expansion projects, this will be based on the score earned on component 2A of the renewal being expanded. Expansion projects still in first year of operation with no data for Component 2A will be ranked last within this tie-breaking group.

First tie-breaker (for CE-SSO applications): Percentage of points earned on narrative response in the application on applicant experience in area of request as scored by the review committee.

2. Second tie-breaker (for all applications): Percentage of points earned on Housing First response in the project application as scored by the review committee.

Tiebreakers for ranking policies 5, 6, 7, and 8 will be applied in the following order:

1. First tiebreaker: the percentage earned on component 2A of the project-specific housing performance in the local application (permanent housing placement and/or retention).
2. Second tiebreaker: the percentage earned on component 2B of the project-specific housing performance in the local application (average project utilization rate).
3. Third tiebreaker: the percentage earned on component 1A of the project performance in the local application (leaving with source of cash income).
4. Fourth tiebreaker: the percentage earned on component 1B of the project performance in the local application (leaving with source of non-cash income).

Tiebreaking criteria for ranking policy 4 will be the time the application was submitted to HAND, from first submitted to last.

E. Projects Straddling Tier 1/Tier 2

If a project, once listed in ranked order, straddles the Tier 1/Tier 2 funding line with a portion of the project budget falling within Tier 1 and the remaining within Tier 2, the feasibility of the project to operate with only the Tier 1 amount will be determined as follows:

1. In the annual renewal application, agencies will indicate the minimum amount of funding needed for the renewal project to still be feasible.
2. The Values & Funding Priorities Committee will review this response for the project straddling the Tier 1/Tier 2 line 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. If the Committee determines it would not be feasible, that project will be dropped down so that it is wholly in Tier 2, and the next ranked project will be moved up. The feasibility of this project will then be determined.
3. If an agency indicates a minimum amount needed to still be feasible exceeding the project's Tier 1 amount, that project will be automatically moved down into Tier 2, and the next ranked project will be moved up and the process given in #2 above will then be repeated with the next ranked project.
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.
5. If the amount remaining in Tier 1 is of such a small amount that no project indicates it would be feasible at that reduced amount, steps 2 through 4 will not apply, but rather the projects will be ranked according to their original ranked order.

F. 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 FY2021 CoC Application Policies. In the FY2021 competition, 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. Projects should anticipate the 70% threshold may increase in subsequent competitions.

G. Final Ranking List Review and Recommendation

Following the review, scoring, and appeals of renewal projects and board decisions on new project applications, a preliminary project ranking list will be developed in accordance with the above priority ranking order. 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.

H. Renewal Project Appeals

The process by which renewal projects may appeal their project score is given in the CoC's Appeals Policy. A project may not appeal its placement on the project priority ranking list.

I. Project Priority and Ranking Policy Review Post NOFO Release

The Detroit CoC Board approved the preliminary ranking policies on June 7, 2021 prior to the release of the FY2021 CoC Program Notice of Funding Opportunity (NOFO). The preliminary policies were approved noting that adjustments may need to be made following the release of the FY2021 NOFO to ensure the policies aligned with, and did not contradict, the NOFO.

II. FY2021 Reallocation Policy

A. Reallocation Policy

Reallocation is the process by which the budget of a CoC funded project is reduced in part or in whole, with those funds used to fund new projects. In the FY2021 competition, projects may be reallocated for the following reasons:

1. An agency voluntarily relinquishes its CoC grant; **OR**
2. Any renewal project failing to meet the 70% scoring threshold and not granted a threshold waiver will be reallocated. Funding from reallocated project(s) will be used to fund new projects via a competitive application process. Agencies should expect the 70% scoring threshold to increase in future competitions; **AND**
3. In addition to #1 above, the CoC Board may decide to reallocate a renewal project for reasons other than a project falling below the scoring threshold. If such a decision is made, it must be demonstrated this decision is data-driven and furthers the CoC's goals and priorities; the agency in question would have the opportunity to appeal this decision in accordance with the CoC's appeals policy; **AND**
4. This policy be reviewed, and modified if needed, following the release of the FY2021 Notice of Funding Opportunity (NOFO).

B. Notification of Reallocation Decision

Agencies will be notified of the decision to reallocate a project within 15 days of the CoC application being due to HUD.


C. Appealing Reallocation Decisions

An agency may appeal a decision to reallocate its project in accordance with the CoC's Appeal Policy.

MI-501 Web Posting CoC Approved Consolidated Application

Continuum of Care Funding — H x +

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 CONTINUUM OF CARE
- COC BOARD
- CONTINUUM OF CARE FUNDING**
- EMERGENCY SOLUTIONS GRANTS FUNDING
- HUD ASSESSMENT FEE PAYMENTS
- MEMBERSHIP MEETINGS
- DOCUMENTS
- MOVING UP
- HOMELESS PROGRAM FORMS AND POLICIES & PROCEDURES
- COC APPROVED HOMELESS DOC

FY2021 Continuum of Care Competition

NEW: [FY2021 Continuum of Care Application](#) (posted 11/10/2021)

NEW: [FY2021 Project Priority Listing](#) (posted 11/10/2021)

[Final FY2021 Project Priority Ranking List](#) (posted 11/1/2021)

This is the final list of new and renewal projects that will be submitted to HUD in the FY2021 Continuum of Care competition. This list also gives the priority ranking order in which projects will be submitted to HUD, and indicates which projects fall into Tier 1 and Tier 2. Applications submitted to the CoC for funding that were not accepted to be submitted to HUD were notified individually.

For more information, contact Amanda Sternberg at amanda@handetroit.org or 313-969-1882.

FY2021 HUD CoC Local Renewal Project Application Materials

4:08 PM 11/10/2021

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM

**AGREEMENT TO ENTER INTO A
HOUSING ASSISTANCE PAYMENTS CONTRACT**

NEW CONSTRUCTION OR REHABILITATION

PART I

Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.152, which requires the PHA to enter into an Agreement with the owner prior to execution of a HAP contract for PBV assistance as provided in §983.153. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

1.1 Parties

This Agreement to Enter into Housing Assistance Payments Contract (“Agreement”) is between:

_____ (“PHA”) and

_____ (“owner”).

1.2 Purpose

The owner agrees to develop the Housing Assistance Payments Contract (“HAP Contract”) units to in accordance with Exhibit B and to comply with Housing Quality Standards (“HQS”), and the PHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, the PHA will enter into a HAP Contract with the owner of the Contract units.

1.3 Contents of Agreement

This Agreement consists of Part I, Part II, and the following Exhibits:

EXHIBIT A: The approved owner's PBV proposal. (Selection of proposals must be in accordance with 24 CFR 983.51.)

EXHIBIT B: Description of work to be performed under this Agreement, including:

- if the Agreement is for rehabilitation of units, this exhibit must include the rehabilitation work write-up and, where the PHA has determined necessary, specifications and plans.
- if the Agreement is for new construction of units, the work description must include the working drawings and specifications.
- any additional requirements beyond HQS relating to quality, design and architecture that the PHA requires.
- work items resulting from compliance with the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205, the accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23, and accessibility requirements under Titles II and III of the Americans with Disabilities Act at 28 CFR parts 35 and 36, as applicable.

EXHIBIT C: Description of housing, including:

- project site.
- total number of units in project covered by this Agreement.
- locations of contract units on site.
- number of contract units by area (size) and number of bedrooms and bathrooms.
- services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner.
- utilities available to the contract units, including a specification of utility services to be paid by the owner (without charges in addition to rent) and utility services to be paid by the tenant.

- estimated initial rent to owner for the contract units.

EXHIBIT D: The HAP contract.

1.4 Significant Dates

- A. **Effective Date of the Agreement:** The Agreement must be executed promptly after PHA notice of proposal selection to the owner has been given. The PHA may not enter this Agreement with the owner until a subsidy layering review has been performed and an environmental review has been satisfactorily completed in accordance with HUD requirements.
- B. A project may either be a single-stage or multi-stage project. A single-stage project will have the same Agreement effective date for all contract units. A multi-stage project will separate effective dates for each stage.

_____ Single-stage project

- i. Effective Date for all contract units: _____
- ii. Date of Commencement of the Work: The date for commencement of work is not later than _____ calendar days after the effective date of this Agreement.
- iii. Time for Completion of Work: The date for completion of the work is not later than _____ calendar days after the effective date of this Agreement.

_____ Multi-Stage Project

Enter the information for each stage upon execution of the Agreement for the corresponding stage.

STAGE	NUMBER OF UNITS	EFFECTIVE DATE	DATE OF COMMENCEMENT OF WORK	TIME FOR COMPLETION OF WORK

1.5 Nature of the Work

_____ This Agreement is for **New Construction** of units to be assisted by the project-based Voucher program.

_____ This Agreement is for **Rehabilitation** of units to be assisted by the project-based Voucher program.

1.6 Schedule of Completion

- A. **Timely Performance of Work:** The owner agrees to begin work no later than the date for commencement of work as stated in paragraph (d). In the event the work is not commenced, diligently continued and completed as required under this Agreement, the PHA may terminate this Agreement or take other appropriate action. The owner agrees to report promptly to the PHA the date work is commenced and furnish the PHA with progress reports as required by the PHA.
- B. **Time for Completion:** All work must be completed no later than the end of the period stated in paragraph (d). Where completion in stages is provided for, work related to units included in each stage shall be completed by the stage completion date and all work on all stages must be completed no later than the end of the period stated in paragraph (d).
- C. **Delays:** If there is a delay in the completion due to unforeseen factors beyond the owner’s control as determined by the PHA, the PHA agrees to extend the time for completion for an appropriate period as determined by the PHA in accordance with HUD requirements.

1.7 Changes in Work

- A. The owner must obtain prior PHA approval for any change from the work specific in Exhibit B which would alter the design or quality of the rehabilitation or construction. The PHA is not required to approve any changes requested by the owner. PHA approval of any change may be conditioned on establishment of a lower initial rent to owner at the amounts determined by PHA.

- B. If the owner makes any changes in the work without prior PHA approval, the PHA may establish lower initial rents to owner at the amounts determined by PHA in accordance with HUD requirements.
- C. The PHA (or HUD in the case of insured or coinsured mortgages) may inspect the work during rehabilitation or construction to ensure that work is proceeding on schedule, is being accomplished in accordance with the terms of the Agreement, meets the level of material described in Exhibit B and meets typical levels of workmanship for the area.

1.8 Work completion

- A. Conformance with Exhibit B: The work must be completed in accordance with Exhibit B. The owner is solely responsible for completion of the work.
- B. Evidence of Completion: When the work is completed, the owner must provide the PHA with the following:
 - 1. A certification by the owner that the work has been completed in accordance with the HQS and all requirements of this Agreement.
 - 2. A certification by the owner that the owner has complied with labor standards and equal opportunity requirements in the development of the housing. (See 24 CFR 983.155(b)(1)(ii).)
 - 3. Additional Evidence of Completion: At the discretion of the PHA, or as required by HUD, this Agreement may specify additional documentation that must be submitted by owner as evidence of completion of the housing. Check the following that apply:
 - _____ A certificate of occupancy or other evidence that the contract units comply with local requirements.
 - _____ An architect's or developer's certification that the housing complies with:
 - _____ the HQS;
 - _____ State, local, or other building codes;
 - _____ Zoning;
 - _____ The rehabilitation work write-up for rehabilitated housing;

_____ The work description for newly constructed housing; or

_____ Any additional design or quality requirements pursuant to this Agreement.

1.9 Inspection and Acceptance by the PHA of Completed Contract Units

- A. Completion of Contract Units: Upon receipt of owner notice of completion of Contract units, the PHA shall take the following steps:
 - 1. Review all evidence of completion submitted by owner.
 - 2. Inspect the units to determine if the housing has been completed in accordance with this Agreement, including compliance with the HQS and any additional requirements imposed by the PHA under this Agreement.
- B. Non-Acceptance: If the PHA determines the work has not been completed in accordance with this Agreement, including non-compliance with the HQS, the PHA shall promptly notify the owner of this decision and the reasons for the non-acceptance. The parties must not enter into the HAP contract.
- C. Acceptance: If the PHA determines housing has been completed in accordance with this Agreement, and that the owner has submitted all required evidence of completion, the PHA must submit the HAP contract for execution by the owner and must then execute the HAP contract.

1.10 Acceptance where defects or deficiencies are reported:

- A. If other defects or deficiencies exist, the PHA shall determine whether and to what extent the defects or deficiencies are correctable, whether the units will be accepted after correction of defects or deficiencies, and the requirements and procedures for such correction and acceptance.
- B. Completion in Stages: Where completion in stages is provided for, the procedures of this paragraph shall apply to each stage.

1.11. Execution of HAP Contract

- A. Time and Execution: Upon acceptance of the units by the PHA, the owner and the PHA execute the HAP contract.

- B. Completion in Stages: Where completion in stages is provided for the number and types of units in each stage, and the initial rents to owner for such units, shall be separately shown in Exhibit C of the contract for each stage. Upon acceptance of the first stage, the owner shall execute the contract and the signature block provided in the contract for that stage. Upon acceptance of each subsequent stage, the owner shall execute the signature block provided in the contract for such stage.
- C. Form of Contract: The terms of the contract shall be provided in Exhibit D of this Agreement. There shall be no change in the terms of the contract unless such change is approved by HUD headquarters. Prior to execution by the owner, all blank spaces in the contract shall be completed by the PHA.
- D. Survival of owner Obligations: Even after execution of the contract, the owner shall continue to be bound by all owner obligations under the Agreement.

1.12 Initial determination of rents

- A. The estimated amount of initial rent to owner shall be established in Exhibit C of this Agreement.
- B. The initial amount of rent to owner is established at the beginning of the HAP contract term.
- C. The estimated and initial contract rent for each units may in no event exceed the amount authorized in accordance with HUD regulations and requirements. Where the estimated initial rent to owner exceeds the amount authorized in accordance with HUD regulations, the PHA shall establish a lower initial rent tow owner, in accordance with HUD regulations and requirements.

1.13 Uniform Relocation Act

- A. A displaced person must be provided relocation assistance at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24.
- B. The cost of required relocation assistance may be paid with funds provided by the owner, or with local public funds, or with funds available from other sources. Payment of relocation assistance must be paid in accordance with HUD requirements.

- C. The acquisition of real property for a project to be assisted under the program is subject to the URA and 49 CFR part 24, subpart B.
- D. The PHA must require the owner to comply with the URA and 49 CFR part 24.
- E. In computing a replacement housing payment to a residential tenant displaced as a direct result of privately undertaken rehabilitation or demolition of the real property, the term “initiation of negotiations” means the execution of the Agreement between the owner and the PHA.

1.14 Protection of In-Place Families

- A. In order to minimize displacement of in-place families, if a unit to be placed under Contract is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the PHA’s waiting list (if they are not already on the list) and, once their continued eligibility is determined, given an absolute selection preference and referred to the project owner for an appropriately sized unit in the project.
- B. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.
- C. The term “in-place family” means an eligible family residing in a proposed contract unit on the proposal selection date.
- D. Assistance to in-place families may only be provided in accordance with the program regulations and other HUD requirements.

1.15 Termination of Agreement and Contract

The Agreement or HAP contract may be terminated upon at least 30 days notice to the owner by the PHA or HUD if the PHA or HUD determines that the contract units were not eligible for selection in conformity with HUD requirements.

1.16 Rights of HUD if PHA Defaults Under Agreement

If HUD determines that the PHA has failed to comply with this Agreement, or has failed to take appropriate action to HUD’s satisfaction or as directed by HUD, for enforcement of the PHA’s rights under this Agreement, HUD may assume the PHA’s rights and obligations under the Agreement, and may perform the obligations and enforce the rights of the PHA under the Agreement. HUD will, if it determines that the owner is not in default, pay Annual Contributions for the purpose of providing housing assistance payments with respect to the dwelling unit(s) under this Agreement for the duration of the HAP contract.

1.17 Owner Default and PHA Remedies

A. Owner Default

Any of the following is a default by the owner under the Agreement:

1. The owner has failed to comply with any obligation under the Agreement.
2. The owner has violated any obligation under any other housing assistance payments contract under Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).
3. The owner has committed any fraud or made any false statement to the PHA or HUD in connection with the Agreement.
4. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing assistance program.
5. If the property where the contract units are located is subject to a lien or security interest securing a HUD loan or mortgage insured by HUD and:
 - a. The owner has failed to comply with the regulations for the applicable HUD loan or mortgage insurance program, with the mortgage or mortgage note, or with the regulatory agreement; or
 - b. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with the HUD loan or HUD-insured mortgage.
6. The owner has engaged in any drug-related criminal activity or any violent criminal activity.

B. PHA Remedies

1. If the PHA determines that a breach has occurred, the PHA may exercise any of its rights or remedies under the Agreement.
2. The PHA must notify the owner in writing of such determination. The notice by the PHA to the owner may require the owner to take corrective action (as verified by the PHA) by a time prescribed in the notice.

3. The PHA's rights and remedies under the Agreement include, but are not limited to: (i) terminating the Agreement; and (ii) declining to execute the HAP contract for some or all of the units.

C. PHA Remedy is not Waived

The PHA's exercise or non-exercise of any remedy for owner breach of the Agreement is not a waiver of the right to exercise that remedy or any other right or remedy at any time.

1.18 PHA and Owner Relation to Third Parties

A. Selection and Performance of Contractor

1. The PHA has not assumed any responsibility or liability to the owner, or any other party for performance of any contractor, subcontractor or supplier, whether or not listed by the PHA as a qualified contractor or supplier under the program. The selection of a contractor, subcontractor or supplier is the sole responsibility of the owner and the PHA is not involved in any relationship between the owner and any contractor, subcontractor or supplier.
2. The owner must select a competent contractor to undertake rehabilitation or construction. The owner agrees to require from each prospective contractor a certification that neither the contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contract by the Comptroller General or any federal Department or agency. The owner agrees not to award contracts to, otherwise engage in the service of, or fund any contractor that does not provide this certification.

B. Injury Resulting from Work under the Agreement: The PHA has not assumed any responsibility for or liability to any person, including a worker or a resident of the unit undergoing work pursuant to this Agreement, injured as a result of the work or as a result of any other action or failure to act by the owner, or any contractor, subcontractor or supplier.

C. Legal Relationship: The owner is not the agent of the PHA and this Agreement does not create or affect any relationship between the PHA and any lender to the owner or any suppliers, employees, contractor or subcontractors used by the owner in the implementation of the Agreement.

D. Exclusion of Third Party Claims: Nothing in this Agreement shall be construed as creating any right of any third party (other than HUD) to

enforce any provision of this Agreement or the Contract, or to assert any claim against HUD, the PHA or the owner under the Agreement or the Contract.

- E. Exclusion of owner Claims against HUD: Nothing in this Agreement shall be construed as creating any right of the owner to assert any claim against HUD.

1.19 PHA-Owned Units

Notwithstanding Section 1.18 of this Agreement, a PHA may own units assisted under the project-based voucher program, subject to the special requirements in 24 CFR 983.59 regarding PHA-owned units.

1.20 Conflict of Interest

- A. Interest of Members, Officers, or Employees of PHA, Members of Local Governing Body, or Other Public Officials
 1. No present or former member or officer of the PHA (except tenant-commissioners), no employee of the PHA who formulates policy or influences decisions with respect to the housing choice voucher program or project-based voucher program, and no public official or member of a governing body or State or local legislator who exercises functions or responsibilities with respect to these programs, shall have any direct or indirect interest, during his or her tenure or for one year thereafter, in the Agreement or HAP contract.
 2. HUD may waive this provision for good cause.
- B. Disclosure

The owner has disclosed to the PHA any interest that would be a violation of the Agreement or HAP contract. The owner must fully and promptly update such disclosures.

1.21 Interest of Member or Delegate to Congress

No member of or delegate to the Congress of the United States of America or resident-commissioner shall be admitted to any share or part of the Agreement or HAP contract or to any benefits arising from the Agreement or HAP contract.

1.22 Transfer of the Agreement, HAP Contract, or Property

A. PHA Consent to Transfer

The owner agrees that the owner has not made and will not make any transfer in any form, including any sale or assignment, of the Agreement, HAP contract, or the property without the prior written consent of the PHA. A change in ownership in the owner, such as a stock transfer or transfer of the interest of a limited partner, is not subject to the provisions of this section. Transfer of the interest of a general partner is subject to the provisions of this section.

B. Procedure for PHA Acceptance of Transferee

Where the owner requests the consent of the PHA for a transfer in any form, including any sale or assignment, of the Agreement, the HAP contract, or the property, the PHA must consent to a transfer of the Agreement or HAP contract if the transferee agrees in writing (in a form acceptable to the PHA) to comply with all the terms of the Agreement and HAP contract, and if the transferee is acceptable to the PHA. The PHA's criteria for acceptance of the transferee must be in accordance with HUD requirements.

C. When Transfer is Prohibited

The PHA will not consent to the transfer if any transferee, or any principal or interested party, is debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424, or is listed on the U.S. General Services Administration list of parties excluded from Federal procurement or nonprocurement programs.

1.23 Exclusion from Federal Programs

A. Federal Requirements

The owner must comply with and is subject to requirements of 2 CFR part 2424.

B. Disclosure

The owner certifies that:

1. The owner has disclosed to the PHA the identity of the owner and any principal or interested party.

2. Neither the owner nor any principal or interested party is listed on the U.S. General Services Administration list of parties excluded from Federal procurement and nonprocurement programs; and none of such parties are debarred, suspended, subject to a limited denial of participation, or otherwise excluded under 2 CFR part 2424.

1.24 Lobbying Certifications

- A. The owner certifies, to the best of the owner's knowledge and belief, that:
 1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the owner, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of the Agreement or HAP contract, or the extension, continuation, renewal, amendment, or modification of the HAP contract.
 2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Agreement or HAP contract, the owner must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. This certification by the owner is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

1.25 Subsidy Layering

- A. Owner Disclosure

The owner must disclose to the PHA, in accordance with HUD requirements, information regarding any related assistance from the Federal government, a State, or a unit of general local government, or any agency or instrumentality thereof, that is made available or is expected to be made available with respect to the contract units. Such related assistance includes, but is not limited to, any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance.

B. Limit of Payments

Housing assistance payments under the HAP contract must not be more than is necessary, as determined in accordance with HUD requirements, to provide affordable housing after taking account of such related assistance. The PHA will adjust in accordance with HUD requirements the amount of the housing assistance payments to the owner to compensate in whole or in part for such related assistance.

1.26 Prohibition of Discrimination

- A. The owner may not refuse to lease contract units to, or otherwise discriminate against, any person or family in leasing of a contract unit, because of race, color, religion, sex, national origin, disability, age, or familial status.
- B. The owner must comply with the following requirements:
1. The Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 *et seq.*;
 2. Executive Order 11063, as amended by Executive Order 12259 (3 CFR 1959–1963 Comp., p. 652, and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107;
 3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d–4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1;
 4. The Age Discrimination Act of 1975 (42 U.S.C. 6101–6107) and implementing regulations at 24 CFR part 146;
 5. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title;
 6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*;
 7. 24 CFR part 8;
 8. Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135;

9. Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964–1965 Comp., p. 339; 3 CFR, 1966–1970 Comp., p. 684; 3 CFR, 1966–1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60;
10. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971–1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprise Development); and
11. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393, and 3 CFR, 1987 Comp., p. 245) (Women’s Business Enterprise).
12. HUD’s Equal Access Rule at 24 CFR 5.105. [OGC- Nonconcurrency: This section failed to reference protections with respect to actual or perceived sexual orientation, gender identity, or marital status in accordance with HUD’s Equal Access Rule at 24 CFR 5.105(a). Revising as indicated above is sufficient to resolve this concern.

C. The PHA and the owner must cooperate with HUD in the conducting of compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders, and all related rules and regulations.

1.27 Owner Duty to Provide Information and Access to HUD and PHA

- A. The owner must furnish any information pertinent to this Agreement as may be reasonably required from time to time by the PHA or HUD. The owner shall furnish such information in the form and manner required by the PHA or HUD.
- B. The owner must permit the PHA or HUD or any of their authorized representatives to have access to the premises during normal business hours and, for the purpose of audit and examination, to have access to any books, documents, papers, and records of the owner to the extent necessary to determine compliance with this Agreement.

1.28 Notices and Owner Certifications

- A. Where the owner is required to give any notice to the PHA pursuant to this Agreement, such notice shall be in writing and shall be given in the manner designated by the PHA.

- B. Any certification or warranty by the owner pursuant to the Agreement shall be deemed a material representation of fact upon which reliance was placed when this transaction was entered into.

1.29 HUD Requirements

- A. The Agreement and the HAP contract shall be interpreted and implemented in accordance with all statutory requirements, and will all HUD requirements, including amendments or changes in HUD requirements. The owner agrees to comply with all such laws and HUD requirements.
- B. HUD requirements are requirements that apply to the project-based voucher program. HUD requirements are issued by HUD Headquarters as regulations, *Federal Register* notices, or other binding program directives.

1.30 Applicability of Part II Provisions — Check All that Apply

- _____ Training, Employment, and Contracting Opportunities
Section 2.1 applies if the total of the contract rents for all units under the proposed HAP contract, over the maximum term of the contract, is more than \$200,000.
- _____ Equal Employment Opportunity
Section 2.2 applies only to construction contracts of more than \$10,000.
- _____ Labor Standards Requirements
Sections 2.4, 2.8, and 2.10 apply only when this Agreement covers nine or more units.
- _____ Flood Insurance
Section 2.11 applies if units are located in areas having special flood hazards and in which flood insurance is available under the National Flood Insurance Program.

EXECUTION OF THE AGREEMENT

PUBLIC HOUSING AGENCY (PHA) Name of PHA (Print)
By: <i>Lisa Kemmus</i> Signature of authorized representative
Name and official title (Print)
Date
OWNER Name of Owner (Print)
By: <i>Lindsay Haines</i> Signature of authorized representative
Name and official title (Print)
Date 10.30.2020

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

SECTION 8 PROJECT-BASED VOUCHER PROGRAM

**AGREEMENT TO ENTER INTO A
HOUSING ASSISTANCE PAYMENTS CONTRACT**

NEW CONSTRUCTION OR REHABILITATION

PART II

Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collecting, reviewing and reporting the data. The information is being collected as required by 24 CFR 983.152, which requires the PHA to enter into an Agreement with the owner prior to execution of a HAP contract for PBV assistance as provided in §983.153. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection.

Privacy Act Statement. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

2.1 Training, Employment, and Contracting Opportunities

- A. The project assisted under this Agreement is subject to the requirements of section 3 of the Housing Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The owner shall carry out the provisions of section 3 and the regulations issued by HUD as set forth in 24 CFR part 135 and all applicable rules and orders of HUD issued thereunder prior to the execution of this Agreement. This shall be a condition of the Federal financial assistance provided to the project, binding upon the owner, the owner's contractors and subcontractors, successors and assigns. Failure to fulfill these requirements shall subject the owner, the owner's contractors and subcontractors, successors and assigns to the sanctions specified by this Agreement, and to such sanctions as are specified by 24 CFR part 135.
- B. The owner shall incorporate or cause to be incorporated into any contract or subcontract for work pursuant to this Agreement in excess of \$100,000 the following clause:

1. The work to be performed under this contract is subject to the requirements of section 3 of the Housing Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, and shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135

require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

6. Pursuant to 24 CFR §135.90, recipients of HUD financial assistance that is subject to Part 135 requirements, are required to submit Section 3 Annual Reports on Form HUD-60002 to the Office of Fair Housing and Equal Opportunity (FHEO). This form must be submitted electronically and can be found at www.hud.gov/section3.
7. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
8. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 405e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprise. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

2.2 Equal Employment Opportunity

- A. The owner shall incorporate or cause to be incorporated into any contract in excess of \$10,000 for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is to be performed pursuant to this Agreement, the following nondiscrimination clause:

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising;

layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

2. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, or national origin.
3. The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided by or at the direction of the Government advising the labor union or workers representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor of will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and with the rules, regulations, and relevant orders of the Secretary of Labor.
5. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by HUD and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions as may be imported and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor or as otherwise provided by law.

7. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Government may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Government, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

- B. The owner agrees to be bound by the above nondiscrimination clause with respect to his or her own employment practices when participating in federally assisted construction work.

- C. The owner agrees to assist and cooperate actively with HUD and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the nondiscrimination clause and the rules, regulations, and relevant orders of the Secretary of Labor, to furnish HUD and the Secretary of Labor such information as they may require for the supervision of such compliance, and to otherwise assist HUD in the discharge of HUD's primary responsibility for securing compliance.

- D. The owner further agrees to refrain from entering into any contract or contract modification subject to Executive Order No. 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the nondiscrimination clause as may be imposed upon contractors and subcontractors by HUD or the Secretary of Labor pursuant to the Executive Order. In addition, if the owner fails or refuses to comply with these undertakings, HUD may take any or all of the following actions; cancel, terminate, or suspend in whole or in part this Agreement; refrain from extending any further assistance to the owner under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the owner, and refer the case to the Department of Justice for appropriate legal proceedings.

2.3 Reserved

2.4 HUD—Federal Labor Standards Provisions

The owner is responsible for inserting the entire text of section 2.4 of this Agreement in all construction contracts and, if the owner performs any rehabilitation work on the project, the owner must comply with all provisions of section 2.4. (Note: Sections 2.4(b) and (c) apply only when the amount of the prime contract exceeds \$100,000.)

(a)(1) Minimum Wages. (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project) will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made part hereof regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section l(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-

1321)) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) Any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination;

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, D. C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determinations or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program: Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractors under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and

on account of the contractor or subcontractor to the respective employees to whom they are due.

(3)(i) Payrolls and Basic Records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

*(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD the PHA. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included in weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at:
<http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor*

site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to HUD, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a “Statement of Compliance,” signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i) and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the “Statement of Compliance” required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution

under section 1001 of Title 18 and section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and Trainees.(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the

contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employee and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted

under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal Employment Opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act Requirements. The contractor shall comply with the requirements of 29 CFR part 3 which are incorporated by reference in this Agreement.

(6) Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in section 2.4(a)(1) through (11) and such other clauses as HUD or its designee may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this section 2.4(a).

(7) Contract Terminations; Debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes Concerning Labor Standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the PHA, HUD, the U. S. Department of Labor, or the employees or their representatives.

(10) Certification of Eligibility. (i) By entering into this Agreement, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR part 24.

(ii) No part of this Agreement shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, section 1010, Title 18, U.S.C., "Federal Housing Administration transactions, provides in part: "Whoever, for the purpose of ...influencing in any way the action of such Administration...makes, utters or publishes any statement, knowing the same to be false... shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Agreement are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Agreement to his employer.

(b) Contract Work Hours and Safety Standards Act. The provisions of this paragraph (b) are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the

basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) Withholding for Unpaid Wages and Liquidated Damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontractors. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

(c) Health and Safety. The provisions of this paragraph (c) are applicable only where the amount of the prime contract exceeds \$100,000.

- (1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his health and safety as established under construction safety and health standards promulgated by the Secretary of Labor by regulation.*
- (2) The contractor shall comply with all regulations issue by the Secretary of Labor pursuant to Title 29 part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, 40 USC 3701 et seq.*
- (3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.*

2.5 Reserved

2.6 Reserved

2.7 Reserved

2.8 Wage and Claims Adjustments

The owner shall be responsible for the correction of all violations under section 2.4, including violations committed by other contractors. In cases where there is evidence of underpayment of salaries or wages to any laborers or mechanics (including apprentices and trainees) by the owner or other contractor or a failure by the owner or other contractor to submit payrolls and related reports, the owner shall be required to place an amount in escrow, as determined by HUD sufficient to pay persons employed on the work covered by the Agreement the difference between the salaries or wages actually paid such employees for the total number of hours worked and the full amount of wages required under this Agreement, as well as an amount determined by HUD to be sufficient to satisfy any liability of the owner or other contractor for liquidated damages pursuant to section 2.4. The amounts withheld may be disbursed by HUD for and on account of the owner or other contractor to the respective employees to whom they are due, and to the Federal Government in satisfaction of liquidated damages under section 2.4.

2.9 Reserved

2.10 Evidence of Unit(s) Completion; Escrow

- A. The owner shall evidence the completion of the unit(s) by furnishing the PHA, in addition to the requirements listed in Part I of this Agreement, a certification of compliance with the provisions of sections 2.4 and 2.8 of this Agreement, and that to the best of the owner's knowledge and belief there are no claims of underpayment to laborers or mechanics in alleged violation of these provisions of the Agreement. In the event there are any such pending claims to the knowledge of the owner, the PHA, or HUD, the owner will place a sufficient amount in escrow, as directed by the PHA or HUD, to assure such payments.
- B. The escrows required under this section and section 2.8 of shall be paid to HUD, as escrowee, or to an escrowee designated by HUD, and the conditions and manner of releasing such escrows shall be designated and approved by HUD.

2.11 Flood Insurance

If the project is located in an area that has been identified by the Federal Emergency Management Agency as an area having special flood hazards and if the sale of flood insurance has been made available under the National Flood Insurance Program, the owner agrees that: (1) the project will be covered, during the life of the property, by flood insurance in an amount at least equal to its development or project cost (less estimated land cost) or to the limit of coverage made available with respect to the particular type of property under the National Flood Insurance Act of 1968, whichever is less; and (2) that it will advise any prospective purchaser or transferee of the property in writing of the continuing statutory requirement to maintain such flood insurance during the life of the property.

AHAP Exhibit A

The approved owner's PBV Proposal.

Refer to attached PBV Preliminary Award Letter.

AHAP EXHIBIT B

Description of work to be performed under this Agreement

The Ruth Ellis Clairmount Center (REC Center) will be a new construction development with 43 units of housing. 34 units will be supported with Section 8 Rental Assistance. The 4-story, elevator-served building will offer 32 studios and 11 one-bedroom apartments on floors 2-4 with separate and secure access for tenants. All 43 units will have visitability design features. 6 units will be barrier free or fully adaptable to barrier free standards.

The work description must include the working drawings and specifications.

Drawing and specifications have been reviewed and approved by MSHDA Chief Architect and on file in Lansing Office

List work items resulting from compliance with the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205 and the accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23.

The following Fair Housing Act requirements have been incorporated into the building:

- An accessible building entrance on an accessible route
- Usable doors (usable by a person in a wheelchair)
- 100% of the building's dwelling units (43) are on an accessible route and meet standards for visitability
- Accessible route into and through Section 504 and Type A (adaptable) dwelling units
- Accessible units have light switches, electrical outlets, thermostats and other environmental controls in reachable locations
- Type 504 units have grab bars installed at initial construction. All the remaining units (Type A and Type B) have reinforced bathroom walls and blocking installed for future grab bars
- Type 504 and Type A have usable kitchens and bathrooms
- All common areas meet UFAS, ADA, and Fair Housing Act requirements

Section 504 units, Type A units, and common area features have been designed in accordance with UFAS and ANSI A117.1 standard. The unit features include unit entrances on an accessible route, accessible route and turning radius requirements, code compliant bathrooms and kitchens, with counters, cabinets, clear floor space, sinks, work surface and appliance controls within the required reach range, and all other design requirements required by Section 504.

List of features in Type 504:

Mobility Units: 212 (studio), 304 (one-bedroom), 401 (studio) and Hearing and Visual Unit: 205 (studio)

- Accessible route through the building from parking to the unit entry door

- Accessible unit entry door
- Kitchen countertops, upper cabinets, sink and work area designed to be fully usable for people using wheelchairs
- Accessible route through unit with maneuvering clearances at bathroom and bedroom doors
- Barrier free bathrooms: accessible toilet and grab bars, roll-in shower and clear floor space under sink
- Light switches and outlets installed at accessible reach ranges
- Unit 205 is also an A/V accessible unit with audio / visual doorbell and fire alarm devices.

List of features in Type A (adaptable) Units: 315 (studio), 414 (one-bedroom)

- Type A units are fully adaptable to the 504 standards listed above
- Accessible route through the building from parking to the unit entry door
- Accessible unit entry door
- Kitchen countertops, upper cabinets, sink and work area designed to be fully usable for people using wheelchairs
- Clear floor space at sink, range, refrigerator and dishwasher
- Accessible route through unit
- Bedroom and bathroom doors with 32" clear width
- Bathrooms with clear floor space at toilet, sink and bathtub
- Wood blocking for future grab bar installation at toilet and bathtub
- Accessible route through unit with maneuvering clearances at bathroom and bedroom doors
- Accessible toilets and sinks installed
- Wood blocking for future grab bar installation at toilet and bathtub
- Light switches and outlets installed at accessible reach ranges

AHAP EXHIBIT C

Description of housing

Project site brief narrative to include location of PBV contract units on site

The Ruth Ellis Clairmount Center (REC Center) is a new construction, mixed-use development that will have 43 units of housing. The approximately 45,000 SF, 4-story building will offer 32 studios and 11 one-bedroom apartments on floors 2-4 with separate and secure access for tenants. The building will have one elevator which only residents have access to. The ground floor will be dedicated to the Ruth Ellis Institute's office space, a career training center comprising of a beauty salon and café, a health center, and a town hall meeting space. The project will exceed National Green Building Standard certification with Energy Star appliances and equipment, and water conserving building features. The principal of universal design is incorporated throughout the site design, common areas, and units. All 43 units will have visitability design features. 6 units will be barrier free or fully adaptable to barrier free standards.

Total number of PBV units in project covered by this Agreement

34 units

Number of PBV contract units by area (size) and number of bedrooms and bathrooms and estimated contract rent.

# PBV units	# BR	Size	# Bathrooms	Estimated Contract Rent
25	0	440	1	\$766
9	1	690	1	\$903

Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent to owner

1. Free WiFi in all units
2. Snow Removal
3. Premium Floor Covering
4. Range/Stove
5. Refrigerator
6. Microwave
7. Maintenance Services

8. Parking
9. Storage Areas
10. Washer/Dryers free to all tenants
11. Supportive Services

Utilities available to the contract units, including a specification of utility services to be paid by owner (without charges in addition to rent) and utility services to be paid by the tenant

1. Gas Heat – owner-paid
2. Electric Cooking – owner-paid
3. Gas Hot water – owner-paid
4. Electricity – owner-paid
5. Water– owner-paid
6. Sewer – owner-paid
7. Trash Collection – owner-paid

EXHIBIT D
The HAP Contract

As this is a new construction project the HUD 52530A – PBV Housing Assistance Payments Contract – New Construction or Rehabilitation document will be prepared and executed once construction is complete and HQS inspections are completed. This document is available for review on MSHDA’s website at this location: http://www.michigan.gov/mshda/0,4641,7-141-5555_60730---,00.html .



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNORMICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSINGGARY HEIDEL
ACTING EXECUTIVE DIRECTOR

September 13, 2019

Carl Kunda
 REC Center LDHA LP
 310 S. Peoria Street, Suite 500
 Chicago, IL 60607

**RE: 2019 PBV Preliminary Determination for the Award of Project-Based Vouchers (PBV) –
 REC Center – Wayne County**

Dear Mr. Kunda:

The application for Project-Based Vouchers (PBV) for the development noted above has been received and reviewed. Based on the selection criteria established for Project-Based Vouchers (PBV) awards, as set forth in the Administrative Plan and PBV Policy of the Michigan State Housing Development Authority (MSHDA), the proposed project for 34 PBVs in Wayne County being requested by REC Center Limited Dividend Housing Association Limited Partnership meets the MSHDA PHA Administrative Plan criteria.

MSHDA Underwriting: A LIHTC Reservation has been provided; thus, MSHDA's underwriting process has been completed. HUD Subsidy Layering process will be forthcoming.

PBV Site Selection Criteria, a requirement of 24 CFR 983.57 has been satisfied and documented within the owner's proposal for a newly construction project.

Documentation regarding compliance with the Competitive Process, a requirement of 24 CFR 983.51(b)(2): The project received a 2019 LIHTC Reservation dated June 24, 2019. This date was within the past three years and the competitive selection process did not involve any consideration that the project would receive PBV assistance. The project; therefore, meets the competitive process criteria stated in the HUD PBV regulations. PBV selection criteria provided in the owner proposal was found to be acceptable.

PBV Project Cap: Based on 24 CFR 983.56(a), (b)(1) and (2) this project will exceed the project cap. The development has a total of 43 units; with 34 PBV units. There will be nine(9) excepted units in this development.

Agreement to Enter into Housing Assistance Payments Contract (AHAP) and Housing Assistance Payment (HAP) Contract: Once the following conditions are met and subject to HUD appropriations and regulations; MSHDA/PHA will enter into an Agreement and HAP Contract with the owner of the property selected to have project-based vouchers. Current regulations allow MSHDA to enter into initial HAP contracts for a period of twenty years. Within one year prior to expiration, MSHDA may agree to extend the term of the initial HAP contract for an additional term of up to twenty years for a total of 40 years if it is determined an extension is appropriate to

continue providing affordable housing to extremely low-income families. Any extensions will be subject to conditions set by HUD at the time of the extension.

CONDITIONS THAT MUST BE MET PRIOR TO THE EXECUTION OF THE AHAP

NOTE: The Agreement must be executed prior to the commencement of construction work. *Construction begins when excavation or site preparations (including clearing of the land) begins for the housing. If work begins prior to the execution of the Agreement, MSHDA/PHA will not be able to provide PBV rental assistance to this development.*

- A. **Subsidy Layering:** HUD subsidy layering process must be complete per 24 CFR 983.55. Please refer to this link for guidance and contact information:
<http://www.michigan.gov/mshda/0,4641,7-141--263960--00.html>
- B. **Environmental Review:** Procedures per 24 CFR 58 must be completed to include HUD's approval of the environmental certification and request for release of funds. Please refer to this link for guidance and contact information:
http://www.michigan.gov/documents/mshda/mshda_li_ca_13b_tab_d_nepa_rvw_chklst_271152_7.pdf
- C. **MSHDA/HUD Section 3 Plan:** This plan must be submitted to Guy Stockard for approval. Refer to the following link for guidance and contact information:
<http://www.michigan.gov/mshda/0,4641,7-141--232877--00.htm>
- D. **Equal Employment Opportunity and Labor Standards:** EEO and Labor Standards requirements apply to this project. Please contact Paul Stoddard at 517.373.3684. here is a link for more information:
[https://www.michigan.gov/documents/mshda/EEO Policy and Requirements Memo 653230_7.pdf](https://www.michigan.gov/documents/mshda/EEO_Policy_and_Requirements_Memo_653230_7.pdf) . Labor Standards: contact Etta Henderson at 313.456.3605 for guidance needed to address these requirements.
- E. **Relocation Assistance (URA).** 24 CFR 983.7 Uniform Relocation Act. – If URA is triggered; the owner must submit a certification that all URA requirements have been complied with. If you have questions regarding URA requirements you may contact: Kara Hart-Negrich at 517.335.2273 or hartnegrichK@michigan.gov . Here is a link for further information:
[https://www.michigan.gov/documents/mshda/Revised URA Guidelines 5.18.18 623685_7.pdf](https://www.michigan.gov/documents/mshda/Revised_URA_Guidelines_5.18.18_623685_7.pdf)
- F. **Work write-up (Rehabilitation Project) and/or work description (Newly Constructed Project) specifications and drawings** must be submitted to MSHDA's Chief Architect for review and compliance with the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205 and the accessibility requirements under section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.22 and 8.23. Please contact Maryanne Vukonich at 517.373.9478 or vukonichm@michigan.gov for further information.
- G. **Construction Contract with MSHDA Appendix and required Attachments.** This must be submitted for legal review for all LIHTC deals with no other MSHDA financing other than HCV/PBVs. Projects with MSHDA financing will submit to HDO through the underwriting and review process. Please contact Margaret Meyers at 517.335.2036 or meyersm@michigan.gov for all 9% deals with no other MSHDA funding other than HCV Project based vouchers.

CONDITIONS TO BE MET PRIOR TO THE EXECUTION OF THE HAP CONTRACT

- A. **Certifications and addition information addressed within the AHAP:** Section 1.8 Work Completion, Section 1.13 Uniform Relocation Act, and Section 1.24 Lobbying Certifications. All certifications must be submitted to MSHDA/RAHS Division.
- B. **Inspections:** All units must be physically inspected by MSHDA and meet HUD Housing Quality Standards (HQS) before the required Housing Assistance Payment (HAP) contract will be executed.
- C. **Rents to the Owner:** Rents must be determined per 24 CFR 983 Subpart G and documented in the file to ensure rent reasonableness.

CONDITIONS TO BE MET AFTER EXECUTION OF THE HAP CONTRACT

- A. **Income Eligibility:** At initial admission to the MSHDA HCV/PBV Program, all participants at REC Center must meet the MSHDA HCV/PBV Program income eligibility requirement of being at or below 30% of the area median income for Wayne County based on family size.
- B. **PBV Requirements:** PBV Participants must meet all PBV requirements to continue to occupy the PBV unit.
- C. **PBV Units:** All PBV units must be occupied by eligible PBV participants throughout the term of the HAP contract. If MSHDA finds that these units are not occupied by eligible households the unit(s) may be deleted from the HAP contract and not re-instated.

When this **New Construction Project** is near the time of occupancy, the Division of Rental Assistance and Homeless Solutions (RAHS) will allocate Housing Choice (HCV) Project Based Vouchers (PBV) from our portfolio to this project. At that time the RAHS will assign staff and a contracted housing agent for administration of the vouchers including waiting list, applicant eligibility determinations and income verifications.

Feel free to contact Kathy French at 517.241.0505 or frenchk@michigan.gov if you should have further questions or concerns.

Sincerely,



Kelly A. Rose
Chief Housing Solutions Officer
Michigan State Housing Development Authority

Cc: Elizabeth Rademacher, LIHTC Analyst
Paul Stoddard, MSHDA
Etta Henderson, MSHDA
Guy Stockard, Section 3
Michael Volick, MSHDA
Margaret Meyers, MSHDA Legal
Maryanne Vukonich, MSHDA



Detroit Wayne Integrated Health Network

707 W. Milwaukee St.
Detroit, MI 48202-2943
Phone: (313) 833-2500
www.dwihn.org

FAX: (313) 833-2156
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

October 11, 2021

Keith Hernandez, Director
Office of Community Planning and Development
U.S. Department of Housing & Urban Development
477 Michigan Ave.
Detroit, MI 48226

RE: Cash Match Commitment to Neighborhood Service Organization

Dear Mr. Hernandez:

Detroit Wayne Integrated Health Network (DWIHN) is committed to providing matching dollars through Medicaid reimbursements to Neighborhood Service Organization (NSO) for the HUD grant and time periods listed below. These dollars are reimbursed to NSO for behavioral health services provided to consumers in the listed programs during the listed program years.

It is the responsibility of NSO to keep and make available, for inspection, records documenting the cash match provided.

Project Name	HUD Grant Number	Grant Term	Amount	Match
NSO/COTS	MI0027L5F012109	10/1/22-9/30/23	122,964.00	30,741.00
Supportive Housing	MI0308L5F012109	6/1/22-5/31/23	395,059.00	28,479.00
Bell Supportive Housing	MI0338L5F012109	1/1/23-12/31/23	599,393.00	149,848.00
FUSE	MI0367L5F012106	10/1/22-9/30/23	260,118.00	65,030.00
RRH	MI0472L5F012106	1/1/23-12/31/23	326,194.00	81,549.00
Shelter + Care	MI0059L5F012114	5/1/22-4/30/23	320,590.00	80,148.00
Clay Apartments	Unknown	10/1/22-09/30/23	524,968.00	131,242.00

Please feel free to contact me if you have any questions.

Sincerely,

Eric Doeh
President and CEO

Board of Directors

Angelo Glenn, Chairperson
Dorothy Burrell
Kevin McNamara

Kenya Ruth, Vice Chairperson
Lynne F. Carter, MD
Bernard Parker

Dora Brown, Treasurer
Michelle Jawad

Dr. Cynthia Tauger, Secretary
Jonathan C. Kinloch

Eric W. Doeh, President and CEO

