

## 2022 CoC NOFO Competition Manual & Timeline

Mahoning County Homeless Continuum of Care



Projects Evaluations and New Project Proposals Due:

August 17, 2022

**Table of Contents**

<u>Background and Introduction</u>	<u>3</u>
<u>Target Audience</u>	<u>3</u>
<u>Purpose of this Manual</u>	<u>3</u>
<u>Goals and Priorities for 2022 CoC NOFO Competition</u>	<u>3</u>
<u>CoC NOFO Renewal Project Evaluation Process</u>	<u>4</u>
<u>Renewal CoC Project Ranking</u>	<u>8</u>
<u>Appeals Process for CoC Renewal Project Evaluation Results or Preliminary Ranking</u>	<u>8</u>
<u>Renewal CoC Application Submission Process</u>	<u>8</u>
<u>New CoC Project Application Submission Process</u>	<u>8</u>
<u>Final Submission of MCHCoC NOFO Application</u>	<u>9</u>
<u>Competition Timeline</u>	<u>10</u>
<u>Appendix A -2022 Renewal CoC Projects</u>	<u>11</u>
<u>Appendix B-2022 Project Evaluation Scorecard</u>	<u>12</u>
<u>Appendix C–Implementing Best Practices</u>	<u>15</u>
<u>Appendix D-Documents Required for Submission</u>	<u>17</u>

## **Background and Introduction**

---

### **HUD's Continuum of Care Program and the Annual Continuum of Care Competition**

Every year, the U.S. Department of Housing and Urban Development (HUD), makes available federal resources for homeless programming to communities around the country through its Continuum of Care (CoC) Program and its annual CoC Competition. CoC's access funds by completing consolidated applications on behalf of the federally funded homeless programs in their geographic area. For the Mahoning County Homeless Continuum of Care (MCHCoC), the Collaborative Applicant (The Board of Mahoning County Commissioners) and the MCHCoC Coordinator facilitate this process and submit the Consolidated Application. Any organization located within Mahoning County that wishes to access new or renewal CoC Program funds must participate in local homeless planning efforts and the annual MCHCoC Competition.

Approximately \$2 billion is available nationally in the FY 2022 CoC Program Competition. MCHCoC has access to \$1,996,307.00 in renewal project funding (this is the Annual Renewal Demand amount), an additional \$172,574.00 for CoC Bonus Funds for new projects, rehab projects and HMIS projects, and \$517,723.00 available as a DV Bonus for projects focused on assisting survivors of domestic violence.

HUD releases principles and procedures which are used to guide the creation of this document and process.

## **Target Audience**

---

The 2022 CoC Competition Manual and Timeline is only applicable to HUD CoC funded projects renewing their CoC project funding in 2022, or those organizations/agencies interested in applying for funding for a new CoC funded project.

## **Purpose of this Manual**

---

This manual is intended to provide MCHCoC members with basic information about the 2022 CoC NOFO Competition including, but not limited to, the following:

- Priorities for New and Renewal Projects
- The Renewal Project evaluation process and timeline
- The process for completion of the 2022 MCHCoC Consolidated application
- Preliminary priorities for ranking renewal and new CoC projects within the consolidated application

## **Goals and Priorities for 2022 CoC Competition**

---

The MCHCoC has identified the following funding priorities for the 2022 MCHCoC Competition:

- Submit a consolidated application that meets the threshold requirements and maximizes available funding

- Fund projects that meet community needs
- Fund projects that are cost effective and that maximize program and mainstream resources
- Fund projects that are working toward successfully ending homelessness
- Promote the use of best practices
- Fund projects that will help the CoC achieve the Federal Strategic Plan goals of ending homelessness for the following: Veterans, chronically homeless, families, youth and all additional subpopulations

In addition, the MCHCoC has identified the following benchmarks and priorities to guide the final ranking process of new and renewal projects in the 2022 CoC Consolidated Application:

- Project Ranking Goal: To rank MCHCoC new and renewal projects in a way that helps continue to meet local homeless needs of the community while also helping the CoC strategize and maximize CoC Program funds and ensure continuing and ongoing national competitiveness.
  - The following benchmarks, in no particular order, will help guide development of a final ranking approach:
    - The CoC may seek to preserve low-ranking projects at the risk of losing funding as those projects represent the only CoC Program funding in the community
    - The CoC may seek to preserve low-ranking Permanent Housing (PH) Projects at risk of losing funding if those projects represent the only CoC Program funding of its kind in the community.
    - The CoC will prioritize projects that have clearly demonstrated the use of Housing First practices
    - The CoC may consider reducing funding requests for the lower ranked projects as a means to maximize and preserve funding for higher ranked projects, if needed, while adhering with other priorities
    - The CoC may consider ranking New Projects higher, if necessary, than some Renewal Projects if the CoC deems it will help to meet the aforementioned ranking goals.

## **CoC NOFO Renewal Project Evaluation Process**

---

The MCHCoC Coordinator and Evaluation Committee will develop and implement an annual renewal project evaluation process and develop a preliminary project ranking approach. The evaluation process and project ranking helps the CoC fully maximize CoC program funds, make informed decisions and continue to move the CoC towards the goal of ending homelessness.

The areas evaluated as part of the renewal project evaluation process are as follows:

### **Project Impact**

- Housing stability –exits to permanent housing, returns to homelessness
- Accessing mainstream resources - non-cash benefits
- Length of time homeless

### **Meeting Community Need**

- Serving persons/ households with more severe needs and longer homeless histories

### Project Capacity

- Unspent Program Funding
- Cost Effectiveness
- HMIS Data Quality
- Timely submission of APRs- this is included during the 2022 evaluation; but projects will not be scored on this until the next year’s evaluation

### Best Program Practices

- Use of Housing First practices
- Prioritization of Chronically Homeless (CH)
- Assessing Equity

A complete list of projects eligible for renewal in the FY2022 CoC Competition can be found in **Appendix A: 2022 Renewal CoC Projects**.

A complete list of project evaluation items and scoring details can be found in **Appendix B: 2022 Project Evaluation Scorecard**.

### HMIS Project Evaluation Report

HMIS is the primary data source for the project evaluation process for all renewing CoC Projects (except for non-HMIS participating providers, such as victim service agencies). This data will be pulled for the period of 1/1/21-12/31/21. The report only calculates project performance based on most recent entry/exits during the reporting period. If a client had multiple entries/exits in a project, the most recent interaction with the project would be reflected in the project evaluation data.

### HMIS Data Quality

Since HMIS data supplies all CoC project performance data for the project evaluation process, it is critical that all projects maintain quality HMIS data. **For purposes of this project evaluation process, reviewing CoC projects must not have more than 2% missing data for any evaluated item. Projects with more than 2% missing data rates on an evaluated item will be considered to have failed to meet the goal and will receive zero points on that particular scored item.** For example, Permanent Supportive Housing (PSH) projects can receive 10 points if at least 85% of their project leavers (in the 1/1/20-12/31/20 reporting period) received 1 or more sources of non-cash benefits or health insurance. If the *Project Evaluation* data shows a CoC PSH project with an 85% rate of leavers receiving non-case benefits and health insurance, but their missing data rate for that item was 4% then the PSH projects will receive 0 points for the evaluated item because their data quality was too poor (i.e., their missing data rate was too high) to evaluate performance on the scored item.

Each CoC-funded project can have any of four Data Quality flags that can affect their scoring. A flag will affect scoring if the number of issues for each flag is over 2% of that project’s data.

Data Quality Flag	Data Quality Issues	What Measurers Flag Applies To
General	Duplicate Entry Exits, Missing HoH, Missing Relationship o HoH, Too Many HoHs, Children	All Measures that come from HMIS (except the Data Quality measure)

	Only Households, or Incorrect Entry Exit Type	
Benefits	Non-cash Benefits Missing at Entry, Conflicting Non-Cash Benefits yes/no	Health Insurance & Non-Cash Benefits
Income	Income Missing at Entry, Conflicting Income yes/no	Increase Income, No Income at Entry
Length of Time Homeless	Missing Residence Prior, Missing Months or Times Homeless, Incomplete Living Situation Data	Homeless History Index, Long Term Homeless

Further, each CoC funded projects gets up to 5 points based on HMIS Data Quality. For information on the data quality scoring criteria, refer to Appendix B.

### Special Considerations

When a project evaluation item is solely based on those who exited the project, projects with only one (1) or no leavers (*i.e., no one exited the project during the reporting period*) will be considered to have met the goal and will receive full points for the particular evaluation item. In cases where a participant dies during their program stay, that ‘deceased’ exit will be excluded from any evaluation item that is based on leavers.

Newly operating projects that have less than nine (9) months of client level data will not be scored as part of this evaluation process and will be ranked within Tier 1.

Projects that were recently consolidated into one grant/ project will be scored and ranked based on the combined project evaluation score of the individual projects.

Additionally, certain Project Evaluation Items have been removed from or revised for the FY2022 CoC Competition due to the impact of the COVID-19 pandemic on those items. For example, projects will not be scored on the percentage of adult participants who gained or increased their total income.

### Non-HMIS Participating Providers’ Project Evaluation

CoC staff will use Annual Performance Report (APR) data for the 1/1/21-12/31/21 period to evaluate project performance for non-HMIS participating CoC projects. If an APR for that period has not already been submitted, then the non-HMIS participating provider must submit an APR by 8/12/22 to CoC Coordinator [colleen.kosta@mahoningcountyoh.gov](mailto:colleen.kosta@mahoningcountyoh.gov) .

Renewing CoC projects must not have more than 2% missing data for any evaluated item. Projects with more than 2% missing data rates on an evaluated item will be considered to have failed to meet the goal and will receive zero points on that particular scored item.

Non-HMIS participating projects will not be evaluated on the HMIS data quality item. These projects will automatically receive the maximum points for that evaluation item.

### **Evaluating Housing First**

Renewal CoC projects are evaluated on the adoption of Housing First practices. Projects are required to submit program documentation to demonstrate implementation of Housing First practices. Refer to **Appendix C: Implementing Best Practices**, which provides details on the submittal requirements.

CoC projects can receive up to 15 points for providing evidence of Housing First practices. CoC projects that are required but fail to submit documentation for this item will receive zero (0) points for this section.

### **Evaluating Prioritization of Chronically Homeless**

Renewal PSH projects are evaluated on prioritization of chronically homeless persons, which includes the use of the Chronically Homeless Order of Priority for PSH Projects as outlined in the Coordinated Entry Policies and Procedures. Projects are required to provide evidence of the use of those practices via written policies and procedures. Refer to **Appendix C**, which provides details

PSH projects can receive up to 10 points for providing evidence of chronically homeless prioritization. CoC project recipients failing to submit documentation for this item will receive zero (0) points for this section.

### **Evaluating Equity**

Projects can receive up to 10 points if they are able to explain steps their organization has taken to address the inclusivity of the following populations: the LGBTQ+, people of color and people with lived homelessness experience. Appendix lists examples of some of this work.

**Bonus Point Opportunity** Provide data review to determine if racial disparities exist in program enrollments or outcomes, and what the data shows.

### **Evaluating Cost Effectiveness**

CoC NOFO Renewal Projects will be evaluated on cost effectiveness – namely, the annual cost to retain or move someone into permanent housing. To evaluate cost effectiveness, CoC Evaluation Committee will review the total annual funding request amount plus the required minimum 25% match amount, as shown in the project’s most recent CoC application, against the number of project participants who exited to or remained in permanent housing during the reporting period.

CoC projects can receive up to 10 points for cost effectiveness. Failing to submit information will result in zero (0) points for this section.

### **Evaluating Unspent Funds**

Renewal CoC projects are evaluated on their capacity to manage and expend their grant award. To evaluate this item, CoC Evaluation Committee members will review historical and current grant expenditure information. The source for this data will be HUD’s LOCCS. If information from HUD LOCCS is not submitted, projects will receive zero (0) points in this section.

### **Threshold Requirements**

All renewal projects must complete the Threshold Requirements sheet. For any threshold not met, the applicant must note this on the form. This form must be completed and submitted by all applicants. This

form will not be scored, if a project does not meet a threshold, CoC staff will address unmet requirement with the project applicant and ranking of the project may be adjusted as a result.

## **CoC Renewal Project Ranking**

---

After the completion of all project evaluations, the MCHCoC Evaluation Committee will preliminarily rank all Renewal Projects according to their evaluation scores. The MCHCoC Evaluation Committee and MCHCoC Executive Board will not make final ranking and/or recommendations until HUD releases the FY 2022 CoC Competition Notice of Funding Availability (NOFO). The CoC NOFO will include details regarding the total of CoC funds available for renewal and new projects as well as HUD's priorities for ranking and funding projects.

## **Appeal Process for CoC Project Evaluation Results or Preliminary Ranking**

CoC NOFO Renewal Project recipients may submit appeals of final project evaluation results and/or CoC project ranking. Appeals must be submitted to MCHCoC Coordinator, Colleen Kosta at [colleen.kosta@mahoningcountyoh.gov](mailto:colleen.kosta@mahoningcountyoh.gov) by September 23, 2022.

Submitted appeals must clearly indicate, in detail, what is being appealed (*project evaluation results and/or ranking decisions*) and must clearly demonstrate and explain the reason for the appeal.

The Mahoning County CoC Evaluation Committee will review all timely accepted appeals and make a recommendation to the CoC Executive Board. Decisions will be communicated to projects regarding any appeals by September 30, 2022; all CoC Executive Board decisions are final.

## **Renewal CoC Project Application Submission Process**

Organizations needing to apply for CoC project funding in 2022 must follow the MCHCoC process. Any project who does not submit an application will receive zero points and ranked as the last. Projects are required to submit two copies of their documentation, reports and Threshold Requirement sheet to the MCHCoC Coordinator, by August 17, 2022.

## **New CoC Project Application Submission Process**

---

In 2022, MCHCoC will consider project proposals/ applications for new Permanent Supportive Housing (PSH) projects dedicated to or prioritized for chronically homeless or new Rapid Re-Housing projects. Any eligible non-profit organization in Mahoning County may submit a new project application.

New CoC project applicants must submit a Project Proposal with the following information:

1. Applicant Information
2. Basic proposed project information
3. Type of housing
4. Preliminary budgets
5. Discussion of how the project will utilize Housing First practices
6. Discussion of how the project meets community needs
7. Discussion of how equity has been reviewed and advanced within the organization



The proposal must be submitted via email to Colleen Kosta at [colleen.kosta@mahoningcountyoh.gov](mailto:colleen.kosta@mahoningcountyoh.gov) by August 12, 2022.

After reviewing proposals, CoC staff will provide applicants with written feedback by August 26, 2022. Project Proposals will not be scored.

### **Final Submission of CoC NOFO Consolidated Application**

After all renewal projects, project conversions and new CoC project applications have been received, reviewed and ranked, the MCHCoC Collaborative Applicant (The Board of Mahoning County Commissioners) will prepare the CoC Project Ranking List on behalf of the MCHCoC. Once the MCHCoC Executive Board has approved the listing, The Board of Mahoning County Commissioners will electronically submit the project applications and the Mahoning County CoC Consolidated Application via e-snaps to HUD.

Any questions about the MCHCoC 2022 CoC Competition Process Plan or Timelines can be directed to Colleen Kosta, [colleen.kosta@mahoningcountyoh.gov](mailto:colleen.kosta@mahoningcountyoh.gov) or (330)740-7900 x8193.

## **Mahoning County Homeless CoC 2022 NOFO Competition Timeline**

---

The following is the timeline for the 2022 CoC Competition as of July 2022, including dates and deadlines associated with the project evaluation process. Please note, these timelines will be updated once HUD opens the FY 2022 CoC NOFO Competition.

July 19, 2022	MCHCoC Grant Inventory Worksheet (GIW) finalized
July 25, 2022	CoC Project Evaluation Process sent to qualified applying applicants
August 17, 2022	CoC Project Evaluation packets due to CoC Coordinator
TBD	HUD's 2022 CoC Competition Opens
TBD	2022 CoC Application Available in e-snaps
	MCHCoC announcement on website <a href="https://www.mahoningcountyoh.gov/990/Homeless-Continuum-of-Care">https://www.mahoningcountyoh.gov/990/Homeless-Continuum-of-Care</a> of results of Project Evaluation & Preliminary ranking
TBD	All MCHCoC Project Applications due in e-snaps.
TBD	Projects are notified of corrections to applications.
TBD	Corrections by Applicants to Project Applications due in eSnaps.
TBD	MCHCoC Application and final Priority Listing posted to MCHCoC website.
TBD	Final MCHCoC Project Applications submitted to HUD via eSnaps.

## Appendix A:

Grantee Name	Project Name	Project Type	First Time Renewal ?
Beatitude House	Beatitude House Permanent Supportive Housing Program	PH	
The Board of Mahoning County Commissioners	HMIS Expansion Grant	HMIS	
Catholic Charities Regional Agency	Housing Vouchers for Families	PH	
Help Hotline Crises Center	Coordinated Entry 2019	SS	
Mahoning County Mental Health and Recovery Board	SPC 2019	PH	
Meridian Healthcare	Phoenix Court	PH	
Meridian Healthcare	Samaritan Housing, PRA	PH	
Ursuline Center	Merici Housing PSH Combined	PH	
YWCA Mahoning Valley	YWCA Permanent Housing for Families with Disabilities	PH	
YWCA Mahoning Valley	YWCA Scattered-Site 2 Permanent Housing for Disabled Families	PH	

## Appendix B:

APPENDIX B: 2022 Project Evaluation Scorecard			
Mahoning County Homless CoC			
PSH Projects		Reporting Period 1/1/21 - 12/31/21	
Project Evaluation Item	Goal	Points Possible	Data Source
<b>Project Participant Impact (Maximum Points = 21)</b>			
<b>Housing Stability</b>			
% heads of households who were served in the date range and remained in projects as of end of reporting period or exited to PH during the reporting period	≥ 90%	8	HMIS/ Rm & Rme
<b>(Exits to Permanent Housing)</b>	≥85% - <90%	6	
	≥80% - <85%	4	
	<80 %	0	
<b>Accessing Mainstream Resources and Income</b>			
% adult participants who entered the project during the date range with 1+ source of non-cash benefits or health insurance at exit	≥85%	8	HMIS/ Rm & Rme
<b>(Benefits &amp; Health Insurance at Exit)</b>	≥80% - <85%	6	
	≥75% - <80 %	4	
	<75%	0	
<b>Rapid Placement into Housing</b>			
Average length of time it takes to move households from homelessness into permanent housing during the reporting period	≤ 30 days	5	HMIS/ Rm & Rme
<b>(Median Homeless History Index)</b>	>30 days	0	
<b>Meeting Community Need (Maximum Points = 19)</b>			
<b>Serving Those with More Severe Needs and Longest Homeless Histories</b>			
% adult who entered project during the date range and came from streets/ emergency shelter only	≥85%	8	HMIS/ Rm & Rme
<b>(Living Situation at Entry)</b>	≥80%- <85%	6	
	≥75%-<80%	4	
	<75%	0	
% adult who entered project during the date range with no income	≥40%	6	HMIS/ Rm & Rme
<b>(No Income at Entry)</b>	≥37% - <40 %	4	
	>34% - <37%	2	
	<34%	0	
% heads of household who entered the project during the date range and had a VI-SPADT recorded in HMIS (excluded clients for whom a current episode of DV was reported or who reported as currently fleeing)	100%	5	HMIS/ Rm & Rme (This measure will not be scored during the FY22 Project Evaluation Process)
<b>(VISPADT Completion at Entry)</b>	≤ 90% - >100 %	2	
	< 90%	0	

<b>Implementing Best Practices (Maximum Points =35)</b>			
Housing First Practices			
<p>Removed Barriers to Entry (list not exhaustive)</p> <ul style="list-style-type: none"> <li>*Minimum income and/or employment not required at entry</li> <li>*Sobriety and/or drug testing not required for entry</li> <li>*Past interaction with homeless services is not a reason for denial of assistance</li> <li>*Only violent and very recent criminal histories may be reason for denial of assistance</li> <li>*People with greater needs are prioritized for assistance</li> </ul>		<p><b>Up to 5 points</b></p> <p>Projects will lose 1 point for each barrier that is listed in documentation</p>	<p>Required program documents submitted by grantee</p>
<p>Voluntary Supportive Services (All the following practices must be documented and in place)</p> <ul style="list-style-type: none"> <li>*The only requirement is participation in basic case management for purposes of development and making progress on a housing plan</li> <li>*All services offered/ provided are first and foremost centered around helping clients obtain and retain housing</li> </ul>		<p><b>Up to 5 points</b></p> <p>Projects will lose 2.5 points for each practice not documented or policies conflict with the listed practice</p>	<p>Required program documents submitted by grantee</p>
<p>Housing Focused Assistance (all of the following practices must be documented and in place)</p> <ul style="list-style-type: none"> <li>*Primary goal of project is to move people into permanent housing, regardless of other personal issues or concerns</li> <li>*To the extent able, services and assistance are provided in an individualized manner based on client needs and desires</li> <li>*Leases and occupancy agreements do not include provisions that would not be found in a standard rental agreement</li> <li>*Projects avoid involuntary termination of assistance to clients whenever possible. This includes having policies in place that require the project to make multiple attempts to try to engage clients and/ or provide ongoing assistance</li> </ul>		<p><b>Up to 5 points</b></p> <p>Projects will lose 1.25 points for each practice that is not documented or policies conflict with the listed practice</p>	<p>Required program documents submitted by grantee</p>
Prioritizing Chronically Homeless			
<p>Chronic dedicated projects will receive 5 points minimum; they will receive the full 10 points if their Policies and Procedures demonstrate full compliance with the PSH Order of Priority outlined in the Coordinated Entry Policies and Procedures</p>		<p>10</p>	<p>Policies and Procedures submitted by grantee, and designation on most recent CoC Program application that beds are Chronic dedicated</p>

Equity Factors			
Projects will receive full points if there are able to explain the efforts their organization has taken to address equity. *Recipient has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions *Recipient's board of directors includes representation from more than one person with lived experience *Recipient has relational process for receiving and incorporating feedback from persons with lived experience *Recipient has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers		10	Grantee will submit a narrative with the actions they have taken to evaluate the equity of their programs
Provide data review to determine if racial disparities exist in program enrollments or outcomes, and what the data shows.		Up to 5 Pts	Bonus Point Opportunity
<b>Project Capacity (Maximum Points = 20)</b>			
Cost Effectiveness			
Annual cost per exit to or retention of PH (rounded to the nearest dollar)			Annual CoC Funding Request (+25% match)
Cost per PH exit or retention ≤ \$8,000		5	
Cost per PH or retention = \$8,001 - \$12,000		2	
Cost per PH exit or retention > \$12,000		0	
If 24 month return to homelessness rate is greater than 5%, 0 points will be awarded			
Unspent Funds			
FY 2019 Total CoC Expenditures =	≤ 5% of unspent funds	5	HUD eLOCCS
On track to spend FY2020 CoC Award	yes	5	HUD eLOCCS
HMIS Data Quality			
% of HMIS client records with errors:			HMIS/ Rm & Rme
0% errors		5	
>0% and <2% errors		4	
>2% and <5% errors		3	
>5% and <8% errors		2	
>8% and <10% errors		1	
>10% errors		0	
Timely Submission of APRs			
Overdue or rejected APRs since 2018. <b>Each overdue or rejected APR will result in a 5 point deduction</b> , up to 40 points total could be deducted		up to -40 pts	SAGE (This measure will not be scored during the FY22 Project Evaluation Process)
<b>Total Project Score (Maximum Points = 90)</b>			

## Appendix C:

As part of the annual CoC renewal project evaluation process, CoC projects will be evaluated on implementation of Housing First practices and/ or prioritizing or dedicating Permanent Supportive Housing (PSH) beds for the chronically homeless. This appendix provides pertinent information related to what projects/ recipients need to understand, have in place and submit to be considered for those points.

Please note, submission of program documents to demonstrate implementation of Housing First practices and prioritization of chronically homeless is required for all projects in 2022. **Failure to submit required program documents will result in zero points for all categories in the Housing First section on the project evaluation.**

### Housing First Practices

---

When evaluating for Housing First practices implementation, the CoC Evaluation Committee will review program documents for evidence of the following:

#### Low Barriers to Entry:

- Project admission is not contingent on pre-requisites such as abstinence of substances, minimum income, health/mental health history, medication adherence, criminal justice record (within reason), financial history, completion of treatment, participation in services, 'housing readiness', or other unnecessary conditions unless required by law.
- Past clients of homeless programs are not denied assistance based on past usage of services (unless required by law).
- Project admission process is not overly burdensome to clients by requiring, for example, completion of unnecessary paperwork, or sharing of applicant documents/information that are neither required by HUD nor directly relevant to project eligibility or prioritization efforts
- Project has policies that outline some method for prioritizing for assistance those persons with greater levels of need and/ or greater barriers

#### Provision of Services that are Individualized and Voluntary:

- Participation in supportive services (other than regular case management for purposes of ongoing needs assessment and housing plan development/progress) is voluntary, and access to housing is not contingent on compliance with services or a treatment plan
- Service planning is individualized and driven by client needs and desires

#### Housing Focused

- Project intake processes and general policies and procedures are focused on moving applicants/clients into housing as quickly as possible
- The overall focus of the project is on helping clients obtain and move into housing quickly, and providing supports and services to help them retain housing
- All services offered/ provided are first and foremost centered around helping clients obtain and retain housing
- Leases and occupancy agreements do not include provisions that would not be found in a standard rental agreement

#### Reasonable Termination of Assistance Policies

- Project avoids involuntary termination of assistance to clients whenever possible. This includes having policies in place that require the project to make multiple attempts to try to engage clients and/or provide ongoing assistance

### **Submitting Evidence of Housing First Practices**

All renewing CoC projects must submit ***all of the following items*** to be evaluated on the Housing First item:

1. Formal written project policies and procedures documents
2. Blank project intake and/or assessment forms
3. Client responsibility documents, rules, participant handbook, etc.
4. Blank individualized service planning documents
5. Blank rental/occupancy/lease agreements (or sub-occupancy/sub-lease agreements)

**Failure to submit ANY of the documents references above may result in 10 points being deducted from the project evaluation score.** If your project does not have one of the above-mentioned items as part of its formal project documents, you should indicate which items are lacking and why.

### **Prioritizing PSH Beds for Chronically Homeless**

Prioritizing Permanent Supportive Housing (PSH) beds for chronically homeless person means that the PSH project is actively assessing for and documenting chronic homeless status and that the project places those chronically homeless persons into their PSH beds as a priority before other eligible but non-chronically homeless persons.

PSH Projects that are prioritizing chronically homeless persons within their project have the following policies/processes in place:

- Assess for chronic homeless status during intake
  - Collect information on length of time on the streets, in emergency shelter, hotel/motel paid for by an agency or faith-based vouchers, or safe haven
  - Collect information about disability status
- Documents chronic homeless status
  - Collect third-party written verification of previous homeless episodes that contribute to the length of time homeless determination
    - Or, if self-certification or other types of documentation are used, provide evidence of due diligence to collect third part written verification or previous homeless episodes
  - Collect documentation of disability status that confirms the disability is of long-continuing or indefinite duration
- Have policies and procedures in place that outline how chronically homeless persons are prioritized and placed into PSH beds

### **Submitting Evidence of Chronically Homeless Prioritizations**

All PSH projects that are required to submit evidence of chronically homeless prioritizations must submit ***all of the following items*** to be evaluated on the chronically homeless prioritization item:

1. Formal written project policies and procedures documents
2. Blank Project intake and/or assessment forms
3. Blank Homeless verification forms
4. Blank Disability verification forms



## Appendix D:

The following information will be submitted for each new and renewal project applying for funds. New projects submit their information via email. Renewal projects must submit two copies of all documents listed.

- Cover Sheet:
  - Agency Name
  - Project Name
  - Project Address
  - Contact Name
  - Contact Phone Number
  - Contact Email Address

### Renewal Projects:

- MCHCoC Competition Report (Excel Sheet from Rme)
- HMIS Data Quality Report (FY 2021)
- Annual Funding Request, including documentation of 25% match
- HUD eLOCCS
- Threshold Requirement Sheet
- Housing First:
  - Formal written project policies and procedures documents
  - Blank project intake and/or assessment forms
  - Client responsibility documents, rules, participant handbook, etc.
  - Blank individualized service planning documents
  - Blank rental/occupancy/lease agreements (or sub-occupancy/sub-lease agreements)
- Prioritizing Chronically Homeless:
  - Formal written project policies and procedures documents
  - Blank Project intake and/or assessment forms
  - Blank Homeless verification forms
  - Blank Disability verification forms
- Assessing Equity
  - narrative with the actions they have taken to evaluate the equity of their programs

### New Projects:

- Applicant Information
- Basic proposed project information
- Type of housing
- Preliminary budgets
- Discussion of how the project will utilize Housing First practices
- Discussion of how the project meets community needs
- Discussion of how equity has been evaluated and advanced within the organization