

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 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.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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1A-1. CoC Name and Number: MI-500 - Michigan Balance of State CoC

1A-2. Collaborative Applicant Name: Michigan State Housing Development Authority

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Michigan Coalition Against Homelessness

1B. Continuum of Care (CoC) Engagement

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1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	No	No	No
Local Jail(s)	No	No	No
Hospital(s)	No	No	No
EMS/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Not Applicable	No	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates			
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			

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

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
 - 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
 - 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
 - 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**
- (limit 2,000 characters)**

Balance of State Continuum of Care (BOSCO) structure & BOSCO staff engagement is centered on the solicitation of opinions and experiences from anyone with knowledge of homelessness. BOSCO Governance Council has representatives from each of the 59 counties within the geographic area, including members with lived experience. Counties are organized into Local Planning Bodies (LPBs) of varying size. BOSCO staff visit LPB meetings at least once a year to solicit feedback, amplify best practices and update any new members about the role of the LPB and the BOSCO. Also, BOSCO has multiple topic-specific Committees and solicits membership from anyone within the BOSCO geographic area. BOSCO staff attend all Committee meetings and share information between groups for mutual priorities.

Council meetings are held online monthly and recorded for on-demand review by members and the public. Meeting announcements are made via email and the BOSCOG website. Anyone can attend and contribute regardless of membership status. The BOSCOG Coordinator provides regular updates and presentations on new information or identified priorities from system performance measures, LPB feedback, or funding announcements. Council structure is designed to gather and process opinions and practices from across BOSCOG to identify new and innovative strategies. By taking this approach, BOSCOG is better positioned to support best practices and strengthen LPBs to prevent and end homelessness. For topics outside the scope of current members, BOSCOG reaches out to experts for additional guidance. BOSCOG changed its online meeting platform in 2019 to ensure the greatest level of accessibility for anyone attending Council or Committee meetings. The platform is screen reader accessible for visual impairments and allows for multiple forms of audience engagement (video, audio, chat). All materials are provided in advance of meetings, including PDFs of any visual presentation to allow for download and print.

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

Balance of State Continuum of Care (BOSCOG) routinely solicits for new members via its website, email communications, Governance Council and Committee meetings, and BOSCOG staff visits to Local Planning Bodies (LPBs). Council is made up of representing members from each of the 59 counties and representatives are identified by LPBs. LPBs announce and solicit nominations at their meetings, choose a representative, and provide the name(s) to BOSCOG staff and Membership Committee. The Committee tracks representatives to ensure full coverage of the BOSCOG geographic area. All BOSCOG Committees support open membership to anyone interested, with Chair seats reserved for Council representatives.

Invitations are made regularly to LPBs and the public through the BOSCOG website, email communications, Council and Committee meetings, and BOSCOG staff visits to LPBs.

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BOSCOG is continuously soliciting for new members. Council representatives

serve 2-year terms with options for renewal and nominations for representatives are sought annually.

Membership Committee solicits information from Council representatives to determine experience in a variety of areas, including current and former episodes of homelessness. Outreach for new members and representatives is targeted to ensure that any knowledge gaps are addressed. BOSCOG Governance Charter requires representation from at least one individual that is currently or formerly homeless. BOSCOG staff provide additional oversight to the membership process to ensure that all special populations are represented.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
 - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
 - 3. the date(s) the CoC publicly announced it was open to proposal;**
 - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
 - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

Balance of State Continuum of Care (BOSCOG) announced the HUD CoC Local Application process through its website, email communications, and Governance Council and Committee meetings. This information was shared further by Local Planning Bodies (LPBs). Any interested applicants were encouraged to apply and materials were provided to aid organizations who have not previously applied, including a recorded webinar walking through the application process, application scorecards for self-scoring, and detailed instructions for completing each application. Also, a Local Competition Overview document was provided and included an outline of priorities in funding and how and when all materials should be submitted (electronically to BOSCOG staff).

All project applications are reviewed for eligibility based on HUD NOFA requirements, project design and performance (especially if renewing), and evidence of need (especially for new projects). Scorecards were developed by the HUD CoC Application and Evaluation Committee for each application type and considerations made based on performance expectations for component type. New projects must meet a 75% scoring threshold to be considered for ranking.

Renewal permanent housing project application materials were publicly announced May 20, 2019. New, bonus and infrastructure project application materials were publicly announced July 19, 2019.

BOSCOG changed its online meeting platform in 2019 to ensure the greatest

level of accessibility for anyone attending Council or Committee meetings. The platform is screen reader accessible for visual impairments and allows for multiple forms of audience engagement (video, audio, chat). All application materials, including the webinar presentation for each application type, were provided in Word, Excel, and PDF for download and print.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

Balance of State Continuum of Care (BOSCO) Governance Council includes membership of ESG-funded agencies and Local Planning Bodies (LPBs), as well as representation from the primary funding entity for ESG (Michigan State Housing Development Authority - MSHDA). Each LPB within the BOSCO administers the ESG Program. Council meetings routinely reference and discuss the collective impact of ESG Program funding in the BOSCO. Council representatives understand how both ESG and the COC Program work together to end homelessness.

BOSCO members meet monthly through Committees that discuss the impact of funding on a variety of priorities, including ESG and COC Programs. These meetings determine how BOSCO is meeting the goals of both programs using Coordinated Entry; identifying housing and service needs based on HMIS data; and effectively allocating and expending funds to impact need. LPBs are aware of all available permanent housing resources from all funding sources (including COC Programs) and this guides annual resource allocation. BOSCO identifies housing needs based on HMIS and poverty data. Both ESG and COC Programs understand and follow HUD CPD 16-11, 17-01, and follow Fair Housing and Equal Access rules. BOSCO staff is housed at MSHDA's main office, allowing staff from ESG and COC Program to confer and strategize daily. BOSCO staff also provide training as needed to ensure that the ESG and COC Programs work collaboratively and are highly effective in preventing and ending homelessness. MSHDA also produces an "Annual Summary of Homelessness in Michigan" report, which is made available to the public and intentionally distributed to lawmakers, BOSCO Governance Council members, and LPBs.

MSHDA is responsible for the Consolidated Plan that address the geographic area of the BOSCO. Also, MSHDA is the Collaborative Applicant for BOSCO. This overlap in responsibility provides for significant influence for updates to the Consolidated Plan.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.

Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:

- 1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

Balance of State Continuum of Care's (BOSCO) Local Planning Bodies (LPBs) have established protocols for emergency transfer plans & advisement of tenant rights per VAWA that prioritize and protect the safety needs of domestic violence (DV), dating violence, sexual assault & stalking survivors in collaboration with their local DV service agency - often funded by the Michigan Division of Victim Services (MDVS). ESG funding allocated statewide also requires & supports this process through available templates & recorded webinars. Minimally these protocols include the provision of safe, confidential services that do not require collection of identifiable data in HMIS to access services. Each LPB has individual processes for safely and quickly connecting survivors to a DV service agency for emergency safety planning – most by phone due to geographic coverage and some including transportation to the nearest available DV service agency. BOSCO DV Subcommittee is comprised of DV service providers from across the geographic area and leadership from Michigan Domestic and Sexual Violence Prevention & Treatment Board who advise the BOSCO & its LPBs on strategies that support the use of a trauma-informed, victim-centered approach for staff/volunteer training and service delivery.

Survivors are prioritized for housing resources through assessment. LPBs have the option to use an assessment tool provided by MDVS for DV, dating violence, sexual assault & stalking survivors or use the standardized assessment tool through Coordinated Entry (Vulnerability Index - Service Prioritization Decision Assistance Tool; Transition Aged Youth - Service Prioritization Decision Assistance Tool). Both allow for households to be added to any by-name list anonymously. No households are denied access to or limited in their choice of housing resources based on DV experience per the BOSCO Coordinated Entry policy & are afforded the same opportunities to refuse a resource & remain prioritized.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

- 1. CoC area 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**
 - 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.**
- (limit 2,000 characters)**

Local Planning Bodies (LPBs) within Balance of State Continuum of Care (BOSCO) are required to coordinate with domestic violence (DV) service providers to conduct annual training for partnering agencies, especially those providing permanent housing resources and/or Coordinated Entry. Trauma-informed care & victim-centered service delivery are critical components of staff skill set development and recognized best practices within this population. BOSCO DV Subcommittee - with membership from DV service providers & leadership from the Michigan Domestic and Sexual Violence Prevention and Treatment Board - contributes to the overall understanding of training needs by surveying its membership & identifying opportunities for training development and provision. LPBs are asked to conduct routine evaluations of protocols and practices related to serving DV, dating violence, sexual assault and stalking survivors equitably to determine if changes are needed. Any identified protocol improvements are reviewed & implemented through annual training at a minimum. All DV programs funded through the State of Michigan (specifically the Michigan Department of Health and Human Services) are contractually required to be members of LPBs & attend meetings to provide information & technical assistance to LPB member organizations on best practices for serving survivors of DV, dating violence, sexual assault, & stalking - including that services for survivors are both voluntary & confidential. This training is especially critical to Coordinated Entry staff & includes methods for ensuring housing choice & trauma-informed assessment practices. Annually, LPB members can also attend DV training presentations at the Building Michigan Communities Conference and Michigan's Summit on Ending Homelessness.

1C-3b. Domestic Violence—Community Need Data.

Applicants must describe how the 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.
(limit 2,000 characters)

Through Coordinated Entry, survivors of domestic violence (DV), dating violence, sexual assault, and stalking are not required to provide identifiable data to HMIS (e.g. name, address, date of birth, age, social security number) to gain access to homeless services. Gaining this data requires collaboration with victim service providers to understand the full extent of homelessness and level of need within this population. To gain the most comprehensive understanding of the scope of housing needs within this population, the Balance of State Continuum of Care (BOSCO) is developing processes with the Michigan Domestic and Sexual Violence Prevention and Treatment Board to review de-identified data reports on a quarterly basis from comparable databases used by victim service provider agencies. The process is underway to allow for system-level analysis and response, both at the Local Planning Body (LPB) level and

the BOSCOG as a whole. Quarterly, the Michigan Division of Victim Services (MDVS) collects statewide data on services provided to DV, dating violence, sexual assault, and stalking survivors. These statistics include: average length of stay, number of referrals to Coordinated Entry, client race, nights of shelter, unduplicated residential client count, number of shelter denials due to capacity, number of adults without children, and number of adults with children. This data is compiled by MDVS in aggregate and will be made available to the BOSCOG to use for decision making related to application process and in assisting local community planning processes.

Additionally, through screening for safety then referrals to Coordinated Entry sites for DV survivors many clients served by DV agencies where there is no risk with them being served by mainstream homeless service and housing agencies are able to receive intakes and be placed on by-name lists based on the LPB's housing prioritization plan.

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Michigan State Housing Development Authority	72.00%	Yes-HCV	Yes-HCV

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:

1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or

2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

The Michigan State Housing Development Authority (MSHDA) is the largest PHA within the Balance of State Continuum of Care (BOSCOG) and has adopted/implemented a homeless admission preference since 2011. In the last year, just over 72% of all Housing Choice Vouchers fulfilled by MSHDA in the BOSCOG geographic area were secured for homeless households based on the homeless admissions preference.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with

affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The Balance of State Continuum of Care (BOSCOC) actively participates in a Move On Strategy in collaboration with Local Planning Bodies (LPB), Coordinated Entry systems, and the Michigan State Housing Development Authority (MSHDA). MSHDA serves as the Public Housing Authority (PHA) for the entire BOSCOC geographic area. MSHDA maintains and provides data to each LPB on the number of households within their community that have moved from tax credit supportive housing (SH) units to the Housing Choice Voucher program. Additionally, MSHDA provides targeted Move On support to COC PSH scattered site units across the state of Michigan. This is a practice gaining further implementation within the BOSCOC geographic area. Through use of the Homeless Preference, more than 150 tenants have been moved from SH units to Housing Choice Vouchers, thereby making the SH tax credit unit available to a household in need of those services.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

The Balance of State Continuum of Care (BOSCOC) collaborated with the Michigan Coalition Against Homelessness to bring in C4 Innovations and its SPARC training (Supporting Partnerships for Anti-Racist Communities). The most recent SPARC training was held in September 2019 and included an introductory training and an advanced training focused on addressing and eliminating racism within organizations and system design. The BOSCOC also developed and implemented a Coordinated Entry policy for the entire BOSCOC geographic area that specifically requires anti-discrimination practices and adherence to HUD's Equal Access to Housing. Additionally, the BOSCOC held training webinars on HUD's Equal Access to Housing and posted a webinar and training information from the National Alliance to End Homelessness and the United States Interagency Council on Homelessness to support Local Planning Bodies (LPB) and agencies with ongoing training needs. ESG funding also required each funded LPB to submit an Equal Access policy by May 25, 2018. Feedback was provided to each submitted policy and any necessary updates were completed and approved. Agency recipients of ESG and COC funding sign and attest to following Fair Housing and Equal Access rules. Posting this information is a requirement of ESG funding and the BOSCOC supported this by making Equal Access posters available to all ESG funded, COC funding, and domestic violence services agencies to post in their facilities.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
 - 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
 - 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.**
- (limit 2,000 characters)**

The Balance of State Continuum of Care (BOSCOC) developed and implemented a Coordinated Entry policy for the entire BOSCOC geographic area. ESG funding requires Local Planning Bodies (LPB) have a central point of intake known as a Housing Assessment Resource Agency (HARA). The HARA receives at least 40% of the LPB ESG funding each year. HARAs are required to be centrally located, have regular, posted hours, enter into HMIS, and use a standardized prioritization tool (Vulnerability Index - Service Prioritization Decision Assistance Tool [VI-SPDAT] for adults and families; Transition Aged Youth - Service Prioritization Decision Assistance Tool for unaccompanied youth). HARAs employ Housing Resource Specialists who work directly with landlords to rapidly re-house clients. Each LPB follows the BOSCOC Policy on Prioritizing Persons Experiencing Chronic Homelessness and Coordinated Entry. The BOSCOC, along with LPBs, adhere to HUD CPD 17-01 and 16-11. The BOSCOC Coordinated Entry policy outlines specific marketing practices and strategies to ensure broad and equitable access to homeless assistance and housing resources for those who least likely engage with systems. Examples include: street outreach, drop-in centers, shelters, faith communities, libraries, community action agencies, community mental health agencies and hospitals, notices in newspapers, and websites. Each HARA uses the VI-SPDAT and follows HUD's prioritization protocol outlined in HUD CPD 16-11, Prioritizing Persons Experiencing Chronic Homelessness. The focus of prioritization is to match those with highest vulnerability to the best matched resource as quickly as possible - less than 30 days, according to best practice standards held by the BOSCOC.

1D. Continuum of Care (CoC) Discharge Planning

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1D-1. Discharge Planning Coordination.

Applicants must indicate whether the 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. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1E. Local CoC Competition

Instructions

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***1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.**

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) follows the “Home, Together” federal strategic plan and prioritizes projects that contribute to ending homelessness for Veterans, those experiencing chronic homelessness, survivors of domestic violence and sexual assault, families with mental and physical health conditions (including substance abuse), chronicity, and others as measured by the standardized assessment tool (Vulnerability Index - Service Prioritization Decision Assistance Tool for adults and families; Transition Aged Youth - Service Prioritization Decision Assistance Tool for unaccompanied youth) at the point of entry into the homeless crisis response system. The BOSCO local application includes a variety of questions that identify the extent to which proposed projects target & effectively serve highly vulnerable homeless households. Informed by HUD’s project ranking tool, questions include data on project participants who match “hard to serve” criteria - specifically those with zero income at the time of project entry; those with two or more mental or physical health conditions; and those who meet the definition for chronic homelessness. The local application also asks if projects are designed to dedicate or prioritize units for specific subpopulations that match the priorities of the BOSCO (Veteran, chronic homelessness, DV survivors, families with children, unaccompanied youth). The BOSCO HUD COC Application and Evaluation Committee, charged with reviewing and ranking project applications, is instructed within the local application to take into consideration whether or not a particular project is the only BOSCO funded project with dedicated beds for a specific target population. This ensures that the BOSCO does not inadvertently lose resources for a specific vulnerable population through the ranking process and leads to further engagement with projects that may require additional technical assistance to more effectively meet outcomes.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 27%

1E-5a. Reallocation—CoC Review of Performance of Existing Projects.

Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) has an approved reallocation policy that focuses on voluntary reallocation and reviews the potential impacts of involuntary reallocation. Involuntary reallocation is the result of project performance in comparison to identified benchmarks based on both federally supported expectations and local year-over-year performance trends. Yes, the BOSCO approved this reallocation process in 2018. This policy is posted on the BOSCO website and is highlighted in BOSCO Governance Council meetings and recorded webinars that outline the local application process for the HUD COC Competition. In the FY19 local application process, one project voluntarily reallocated a portion of its overall budget in response to diminished performance over two

consecutive fiscal years. The BOSCOG reviewed identified need across the BOSCOG geographic area by regionally comparing the Vulnerability Index - Service Prioritization Decision Assistance Tool scores with funded HUD COC projects. This information was used to determine how the project would be right-sized.

The BOSCOG did not involuntarily reallocate any projects for FY19. Renewing projects were ranked according to the local scoring process. In preparation for the FY20 HUD COC Competition Round, the BOSCOG will target technical assistance to renewing project ranking lowest and will institute a scoring threshold for renewing projects to ensure a strong, competitive process that inspires recipients to continuously improve outcomes.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is Yes
requesting DV Bonus projects which are
included on the CoC Priority Listing:

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input type="checkbox"/>
2. Joint TH/RRH	<input checked="" type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services	724.00
--------------------------	--------

the CoC is Currently Serving	2,718.00
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1F-2a. Local Need for DV Projects.

Applicants must describe:

1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
- (limit 500 characters)

Sub-recipients of the DV Bonus project collect housing need data in a comparable database.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
MDHHS - Division ...	113704139

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	113704139
Applicant Name:	MDHHS - Division of Victim Services
Rate of Housing Placement of DV Survivors–Percentage:	74.00%
Rate of Housing Retention of DV Survivors–Percentage:	92.00%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

Sub-recipients of the DV Bonus project collect housing retention data in a comparable database.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

At intake, advocates will assist the participant in determining their housing needs based on family size, safety needs & job/community network/family proximity. Then assist them with securing housing that meets her/his identified needs. Once housed, advocates will assist the participant in creating goals and plans to ensure housing stability, assist participants make connections with resources/benefits that will help them attain their goals. Safety, income stability and childcare assistance are issues that most often impact a survivors housing stability each will be reviewed on a regular basis to quickly address any potential risks to housing stability. Advocates will meet with participants monthly at a time, date and location of their choosing to check in, review goals, provide support and encouragement. Each agency will utilize flexible funds to assist in unforeseen crisis situations that could impact housing stability things like car repairs, replacement of worn out work shoes.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

- 1. ensured the safety of DV survivors experiencing homelessness by:**
 - (a) training staff on safety planning;**
 - (b) adjusting intake space to better ensure a private conversation;**
 - (c) conducting separate interviews/intake with each member of a couple;**
 - (d) working with survivors to have them identify what is safe for them as**

**it relates to scattered site units and/or rental assistance;
(e) maintaining bars on windows, fixing lights in the hallways, etc. for
congregate living spaces operated by the applicant;
(f) keeping the location confidential for dedicated units and/or congregate
living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project
served.
(limit 2,000 characters)**

From a system perspective, the DV Bonus project will facilitate greater connectivity and collaboration between homeless and victim service providers, resulting in the improved quality and effectiveness of service delivery for survivors of domestic violence, dating violence, sexual assault, and stalking. From a project perspective, survivors and their families will gain assistance to move from shelter or transitional housing to permanent housing. The grant recipient, the Michigan Department of Health and Human Services (MDHHS), will offer training and technical support (site visits, meetings, webinars, and creation of online tools) to its sub-recipients on best practices (trauma-informed care and victim-centered service delivery) and how to effectively use a joint transitional housing/rapid re-housing resource to reduce the length of time between homelessness and permanent housing. MDHHS will provide support and training on how to connect clients to benefits and services including Medicaid, employment, SSI/SSDI, food assistance, and other resources. The sub-recipients will identify any needs of the target population at intake and provide case management over the course of project participation. Participants will be provided services as appropriate and referrals to external resources as applicable – voluntary and client-driven. Sub-recipients will maintain fidelity with the Housing First model. Using the Well-Being Framework as Predictors of and Pathways to Well Being, survivors' foremost need is safety. Once safety has been established, survivors seek self-efficacy, hope, social connectedness, positive relationships with others, safety, health, adequate resources, and social, political, and economic equity.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

- 1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
- 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;**
 - (b) 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;**
 - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
 - (d) placing emphasis on the participant's strengths, 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;**

- (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
 - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
 - (g) offering support for parenting, e.g., parenting classes, childcare.**
- (limit 4,000 characters)**

The projects goals are to 1) assist survivors, using a housing first model, to safely flee an unsafe home without needing to enter an emergency shelter; 2) provide voluntary support services which allow the survivor to recover from trauma and connect her/him to community resources that ensure housing stability; 3) increase earned/unearned income; and 4) sustain/obtain permanent housing. Using a housing first model, sub-recipients/project partners will inform survivors seeking to flee an abusive partner about their TSH and RRH program. Survivors will be prioritized based on their needs and those with the highest barriers will be given greater priority for the program. Survivors will choose between TSH or RRH based on availability. Mobile advocacy will be employed to reduce the burden to survivors. Survivors will choose the place, date and time for all meetings with their advocates. Survivors will set their goals and advocates will assist by providing resources and links to community resources to a help them achieve their goals. By making RRH available to more DV/SA programs we expect the number of persons entering emergency shelter will be reduced which in turn will eliminate these families from becoming homeless. We believe the longer housing option of the TH program will ensure housing stability for survivors who are facing a greater number of barriers to maintaining stable long-term housing. Our project proposes to move families from their unsafe housing directly into either RRH or TH. The type of housing model will be chosen by the survivor based on availability. Research conducted by Dr. Cris Sullivan from Michigan State University (NEWS: An Exemplar of the DV Housing First Model, February 2019) found that if given the choice most survivors chose RRH. RRH is considered by HUD to be permanent housing therefore moving families directly from the home they are fleeing from into RRH means that they will not become homeless. Survivors in both TSH and RRH will be assessed to determine their eligibility for public benefits and assisted in applying for any benefits for which they are eligible. Survivors who are employed will be supported with resources (for example; work clothing, gas cards, bus tokens, etc.) that ensure they can sustain their current employment. Survivors who are unemployed or underemployed will be assisted by an advocate with resume writing, interview skills building, job hunting, seeking a new job or increasing their job skills. Voluntary services are a key component to a survivor's recovery from trauma. After years spent being controlled by an abusive partner choosing what to do and when helps them regain confidence. Counseling and therapy will be available as needed at no cost to the survivor.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody**
- Legal Services**

- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

The option of staying in the emergency shelter is often unrealistic for survivors due to distance from their community, so they often stay in unsafe environments increasing lived trauma experienced by survivors and their children. Review of Crisis phone logs & exit surveys describe the difficult decisions survivors make when balancing seeking safety with their available resources (for example: transportation costs, impact on employment). Reports document the frequency that survivors chose not to enter shelter or chose to leave the shelter because of the distance from their home, school, work and families. The project proposed in the application is critical for the families described to seek, find & sustain safe housing for themselves and their children. The project will provide 46 units of housing, 17 TH and 29 RRH in 26 counties. Three advocates will be hired to provide case management, engage landlords, manage leased properties and network within the community to address housing resources. Program goals are to assist survivors, using a housing first model, to safely flee an unsafe home without needing to enter an emergency shelter; provide voluntary support services which allow the survivor to recover from trauma and connect them to community resources that ensure housing stability; increase earned/unearned income; and sustain/obtain permanent housing. Eligibility is based on the survivor's self-declaration that they are a victim of domestic victim, dating violence, stalking or sexual assault. Using a housing first model, advocates will inform survivors seeking to flee an abusive partner about their TH/RRH program. Survivors will be prioritized based on their needs, & those with highest barriers will be given greater priority for the program Mobile advocacy will be employed to reduce the burden to survivors. Survivors will set their goals & advocates will assist by providing resources and links to community resources to a help them achieve their goals.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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2A-1. HMIS Vendor Identification. WellSky, Inc.

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	1,326	618	507	71.61%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	359	280	52	65.82%
Rapid Re-Housing (RRH) beds	789	0	789	100.00%
Permanent Supportive Housing (PSH) beds	366	0	231	63.11%
Other Permanent Housing (OPH) beds	62	0	62	100.00%

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

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

**1. steps the 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 the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)**

Emergency Shelter: The Balance of State Continuum of Care (BOSCO) has several large, faith-based rotating emergency shelters operating in rural communities where there are limited resources to identify, train, and implement users to regularly enter client data in HMIS. Within 2019, we have successfully worked with one of the larger shelters in the BOSCO to bring them onto HMIS. Additionally, we are partnering with Coordinated Entry entities to engage and assist with securing client data for HMIS. The BOSCO HMIS lead will also engage communities to provide technical assistance and support as needed to support their participation.

Transitional Housing: Due to reallocation of TH resources into RRH resources, most of the remaining non-HMIS participating beds are at a handful of small faith-based TH projects who do not regularly engage with the Local Planning Bodies of the BOSCO, nor participate on the system. The BOSCO actively engages these projects and expect the largest provider to be entering data into HMIS by the 2019 PIT Count. Within 2019, one of these large faith-based TH projects ceased operation as the Local Planning Body has continued to make Rapid Rehousing resources available to address the housing needs of these persons.

A significant number of non-HMIS participating PSH beds are VASH vouchers which are not on the HMIS system. The BOSCO engaged Veteran Administration Medical Centers serving the BOSCO geographic area and have plans underway to bring them onto the system. The BOSCO is continuing to work with MSHDA to develop strategies to increase participation among these projects.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).
(mm/dd/yyyy)** 04/30/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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2B-1. PIT Count Date. 01/30/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/30/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC’s sheltered PIT count results; or

**3. state “Not Applicable” if there were no changes.
(limit 2,000 characters)**

Not applicable. There were no changes to the Sheltered PIT Methodology between the 2018 and 2019 counts. The Balance of State Continuum of Care (BOSCO) continued to work to engage additional domestic violence victim service providers and faith-based rotating shelters within the state to provide numbers in 2019.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count. No

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC's unsheltered PIT count results; or**
 - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

Not applicable. There were no changes to the methodology of the 2019 Unsheltered PIT Count. However, on the week of, and particularly the night of the 2019 Unsheltered PIT, the Balance of State CoC (BOSCOC) experienced one of the coldest windows of weather in a decade, with temperatures in some parts of the COC dropping to -30 to -40 degrees Fahrenheit with wind chill. The Governor declared a State of Emergency across Michigan, and due to climate conditions, law enforcement, local government, and some state offices limited travel under the declaration, meaning that outreach teams were not able to cover as much geography as they would in a PIT window with less extreme conditions. This environmental factor did have an impact on the 2019 PIT numbers across the COC.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. No

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:

- 1. individuals and families experiencing chronic homelessness;**
 - 2. families with children experiencing homelessness; and**
 - 3. Veterans experiencing homelessness.**
- (limit 2,000 characters)**

The Balance of State Continuum of Care (BOSCOC) coordinates with Coordinated Entry (CE) & emergency shelters within each Local Planning Body

(LPB) prior to the PIT to develop a process for chronic homeless verification. Local shelters, CE, schools, and other stakeholders in the community who are committed to serving homeless individuals and families within each LPB then reached out to those they were serving on the day of the count to gain their participation in the data collection survey.

LPBs actively engage all local service partners that interact with families who may be experiencing homelessness, including schools, state entitlement/benefit offices, CE, and shelters serving families and children, who then participation in the data collection survey.

The BOSCO partners with the Veterans Administration, grantees of the Self-Sufficiency for Veteran Families grant, Grant Per Diem providers, and Veterans street outreach to assist with the PIT count.

3A. Continuum of Care (CoC) System Performance

Instructions

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*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.
--

5,601

3A-1a. First Time Homeless Risk Factors.

Applicants must:

1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;
2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) Coordinated Entry policy guides the identification of households experiencing homelessness and first considers diversion, if possible and appropriate. Households experiencing homelessness for the first time are most likely candidates for diversion, given their previous housing stability and potential network of supports and assets to avoid entering emergency shelter or more referral to more intensive housing resources.

Effective implementation of Coordinated Entry, inclusion of and training on diversion philosophy and practices, and system integration of preventative resources (even beyond housing) are necessary to positively impact

households at risk of homelessness or experiencing homelessness for the first time. The BOSCOCC continues to explore potential replication of practices from lessons learned and technical assistance received through the Youth Homeless Demonstration Project, which shares providers with a portion of the BOSCOCC geographic area, as well as three BOSCOCC counties' participation in a 100 Day Challenge focused on youth at risk of homelessness. There are additional training opportunities through state and national conferences to disseminate diversion best practices and facilitate Local Planning Body (LPB) methods of implementation. LPBs strategically use a wide array of prevention resources to help intervene at the point where persons may potentially become homeless. These efforts link people with resources like healthcare, criminal justice, and youth programs to develop discharge planning strategies for people who would otherwise exit institutional settings and become homeless as a result. BOSCOCC Coordinator, in collaboration with the Performance and Outcomes Committee, provides training to program recipients and LPBs and monitors BOSCOCC system performance measures to ensure a fully implemented selection process that connects housing resources according to priority, eligibility, and client choice.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.

24

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the 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 the CoC's strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

The Balance of State Continuum of Care (BOSCOCC) has an established Performance and Outcome Committee that works closely with the selected Homeless Management Information System (HMIS) lead agency to review system performance measures on a regular basis. There are three system performance measures that the BOSCOCC prioritizes, one of which is length of time homeless. In reviewing this measure, the BOSCOCC is better able to identify possible gaps and missed connections within the implementation of Coordinated Entry and housing resource referral within the BOSCOCC geographic area. The collaboration with the HMIS lead helps to dissect the data further and note any anomalies or outliers within the data set, enabling targeted technical assistance for specific Local Planning Bodies (LPB) or projects falling behind.

The BOSCOCC Coordinated Entry policy requires LPBs to comply with HUD CPD-16-11. LPBs provide written standards based on local implementation of

Coordinated Entry, which the BOSCOCC Coordinator has reviewed and approved. Policy also requires all BOSCOCC PSH projects to be dedicated or prioritized for persons experiencing chronic homelessness with the following prioritization: 1st priority: Homeless individuals/families with a disability with long period of episodic homelessness and severe service needs; 2nd priority: homeless individuals and families with a disability with severe service needs; 3rd priority: homeless individuals/families with a disability coming from places not meant for human habitation, safe haven, or emergency shelter with severe service needs; 4th: homeless individuals and families with a disability coming from transitional housing.

The BOSCOCC Coordinator, in collaboration with the Performance and Outcomes Committee, is responsible for the oversight and ongoing strategy development and implementation to reduce the length of time individuals and families remain homeless.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	61%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	93%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCOCC) strategy to increase exits to permanent housing (PH) is twofold: improve processes and maximize resources. First, effective implementation of Coordinated Entry (CE) is critical to

ensure households connected to the homeless crisis response system have equitable access to resources, improving exits from shelter. The BOSCO uses data from individual projects and system performance measures to monitor performance and incorporate the data into a Continuous Quality Improvement process. Second, to maximize PH resources, Local Planning Bodies (LPBs), engage with landlords to build buy-in to projects and overall mission of the BOSCO. PH is leveraged through relationships with ESG and TANF at the state, also providing match for additional BOSCO RRH projects. To improve retention of PH, BOSCO informs LPBs of resources such as job training, education, SOAR, and healthcare to better stabilize participants. The BOSCO brings in technical assistance and training from national experts to improve housing focused case management, trauma informed care, motivational interviewing, and racial equity in the system and projects. Emphasis is placed on developing and maintaining healthy relationships between the landlords, participants and housing provider. Finally, the State of Michigan has instituted a homeless preference on Housing Choice Vouchers that provide essential PH options and serve as a bridge for households requiring longer assistance than rapid rehousing can provide. The state has also introduced Move On vouchers and partnerships with health and re-entry systems and created a project based voucher award system tied to Low Income Housing Tax Credits to prioritize developments dedicated to chronic homelessness.

The BOSCO Coordinator, in collaboration with the Performance and Outcomes Committee, is responsible for the oversight and ongoing strategy development and implementation to improve exits to and retention of PH.

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	8%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	4%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
 - 2. describe the 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 the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.**
- (limit 2,000 characters)**

The Balance of State Continuum of Care (BOSCO) uses System Performance Measures in a Continuous Quality Improvement process through the Performance and Outcome Committee. This group works with the HMIS

software vendor to ensure measures can be broken down to geographic areas within the BOSCOCC more easily to help pinpoint areas of concern and areas of strength. The most recent action step to identify who is most likely to return to homelessness is contracting with a national leader in racial equity to examine data on outcomes, including returns to homelessness; looking for racial disparities, and developing a plan to address them. The BOSCOCC is continually evaluating assessment and referral processes to improve the process for pairing participants to the most appropriate resource.

In a direct effort to reduce returns to homelessness, the BOSCOCC has brought in technical assistance and training from national experts to improve housing focused case management, trauma informed care, motivational interviewing, and racial equity. The BOSCOCC works collaboratively with other state partners to increase cash and non-cash household income through employment and mainstream benefits. Another factor is ensuring appropriate levels of intervention are available to each household. Strategies here include: encouraging LPBs to seek out new programs in the CoC Program Competition process to meet identified need; and better utilization of homeless preference Housing Choice Vouchers for households with ongoing instability in temporary assistance projects. Through a HUD Community of Practice, BOSCOCC is examining practices of Dynamic System Management in LPBs and how this, combined with Progressive Engagement practices can ensure the right level of assistance for each household.

The BOSCOCC Coordinator and the Performance and Outcomes Committee are responsible for the oversight and strategy development to reduce the rate of individuals and persons in families returning to homelessness.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	14%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	16%

3A-5a. Increasing Employment Income.

Applicants must:

- 1. describe the CoC's strategy to increase employment income;**
 - 2. describe the CoC's strategy to increase access to employment;**
 - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

Balance of State Continuum of Care (BOSCOCC) recognizes the importance of

employment for individuals and families to maintain housing long-term and reduce possible returns to homelessness. HUD COC permanent housing projects and ESG as administered by the Michigan State Housing Development Authority (MSHDA) prioritize increasing employment income through the course of housing-based case management. The BOSCO Performance and Outcomes Committee recognizes that accurately capturing client-level data within HMIS on employment income has a significant impact on the system performance measure. The Committee is preparing Continuous Quality Improvement strategies over the next year to help service providers review employment income data gathering and entry as a way to improve overall data quality.

The BOSCO supports the implementation of Coordinated Entry processes at the Local Planning Body (LPB) level to conduct employment and income assessments to identify any barriers to employment and refer households either local employment programs. Best practices to increase employment were primary presentations at the annual Summit on Ending Homelessness and the bi-annual Convening of Michigan's COCs and Coordinated Entry representatives in the spring of 2019.

LPBs of the BOSCO include Michigan workforce development agencies (e.g. MI Works!) in their membership and ongoing outcome discussions. MI Works! is a state agency that provides job readiness support, such as resume writing, interviewing skills, educational opportunities, and job search.

The BOSCO Performance and Outcomes Committee and BOSCO Coordinator, with collaborative support from MDHHS and its programs, are responsible for overseeing the COC's strategy to increase employment income. The BOSCO receives additional guidance and support from Michigan's Interagency Council on Homelessness, which includes representation from the Department of Technology, Management, and Budget and directly oversees Michigan Works!.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

The Michigan Department of Health and Human Services (MDHHS), a significant state partner and HUD COC funding recipient for the Balance of State Continuum of Care (BOSCO), provides avenues for service providers to act as navigators for consumers in the Michigan Bridges system (online access for state benefits). The Bridges system includes application for food assistance, cash assistance via the Family Independence Program, and state disability benefits. MDHHS also provides regional SSI/SSDI Outreach, Access, and Recovery (SOAR) representatives across the entire state, as well as training cohorts for service providers to assist consumers through the expedited SSI/SSDI application process. MDHHS and the Michigan Homeless Policy Council have championed these methods for increasing access to non-employment cash sources through other statewide training and COC convening opportunities multiple times a year (mostly recently the spring COC convening and the Building Michigan Communities Conference).

The BOSCOCC recognizes the value of these partnerships and encourages all service providers to engage with Michigan Bridges and SOAR. Through the BOSCOCC Performance and Outcomes Committee, it is also recognized that accurately capturing client-level data within HMIS on non-employment cash income has a significant impact on the system performance measure. The Committee is preparing Continuous Quality Improvement strategies over the next year to help service providers review non-employment cash income data gathering and entry as a way to improve overall data quality.

The BOSCOCC Performance and Outcomes Committee and BOSCOCC Coordinator, with collaborative support from MDHHS and its programs, are responsible for overseeing the COC's strategy to increase non-employment income. MDHHS is also a member of Michigan's Interagency Council on Homelessness.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the 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, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.
(limit 2,000 characters)

With the guidance and support of the Michigan Campaign to End Homelessness and its employment subcommittee, the Balance of State Continuum of Care (BOSCOCC) and its Local Planning Bodies (LPB) have established partnerships such as: local community colleges to provide scholarships for education; Michigan Works! to provide soft skills and empowerment training, and resume building; and Bank of America for Financial Literacy training. Additionally, the BOSCOCC received training from Heartland Alliance at multiple venues, the annual Fall COC Convening and the Summit on Ending Homelessness. Heartland Alliance oversees the National Center on Employment and Homelessness (NCEH) which seeks acknowledgement and commitment by providers, policies, and systems - at all levels and geographies - that employment in quality jobs that pay a living wage is a key element for ending homelessness. These training opportunities ensure that providers in the BOSCOCC have access to and understanding of best practices and evidence-based employment interventions for people experiencing homelessness and that they have the tools and the resources to implement them.

The BOSCOCC evaluates all HUD COC projects on any increases to employment income for participants served by each project - including permanent supportive housing. The Michigan Department of Health and Human Services - who oversees the largest PSH project for the BOSCOCC - links participants to Michigan Works!, supported employment programs, and Michigan Rehabilitation Services to ensure that all participants have equitable access and individualized plans for increasing employment income.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service 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.	<input type="checkbox"/>
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).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures 05/31/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and

3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) recognizes and aligns its service practices with the expectation to house homeless households - especially families with children - within 30 days of homeless identification and referral to a housing resource. This is achieved through multiple activities, including: efficient and effective use of Coordinated Entry and prioritization practices; housing navigation that establishing relationships with local landlords to increase the pool of available rental options for households; and increased collaboration at the local and state level with mainstream benefit providers. A majority of families served across the BOSCO geographic area in both HUD COC and ESG funding are housed through rapid re-housing interventions, with rental assistance provided up to 24 months depending on the project scope and the needs of the household. These projects are successful at serving families and achieving positive housing destinations by ensuring that: employment and non-employment income are prioritized within the housing sustainability plan for each family; the lease agreement, tenant responsibilities, and tenant rights are understood and supported by all parties; and each family can choose their own housing.

The BOSCO Performance and Outcomes Committee and BOSCO Coordinator are responsible for facilitating the development, refinement, and oversight of any strategies implemented to increase the rate at which families are rapidly and sustainability rehoused.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input checked="" type="checkbox"/>

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
 - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

The Balance of State Continuum of Care (BOSCOC) had three of its 59 counties participate in the 100 Day Challenge to address youth homelessness. As part of this effort, the BOSCOC partnered with the Michigan State Housing Development Authority (MSHDA) to allocate additional resources specifically for youth - both Rapid Re-Housing and Homeless Prevention. This 100 Day

Challenge resulted in a new HUD COC project submitted to provided RRH for youth in these three counties and an additional six counties connected by youth service providers and all within the BOSCOG geographic area. Additionally, five of the Local Planning Bodies (LPBs) within the BOSCOG share the same Coordinated Entry (CE) with the Greater Grand Traverse Area COC, which is a Round 1 YHDP community recipient. Through that partnership, the surrounding LPB is a part of the implementation of their Call Center.

During the 100 Day Challenge, the team (which included the local Runaway and Homeless Youth provider, McKinney-Vento school liaison, Coordinated Entry staff, and youth with lived experience) focused attention on outreach efforts to youth experiencing literal homelessness and approaches to improve the effective use of host homes across the three counties. Additional research was conducted to identify improvements to youth shelter and alternative housing models, including master leasing. Youth with lived experience led conversations on what types of housing would be most desirable and successful for youth experiencing homelessness. Based on their ideas, conversations continue with local colleges to partner for alternative housing and temporary use of accommodations for emergency shelter. These efforts continue beyond the 100 Day Challenge and the BOSCOG intends to replicate this effort over the coming year in other portions of the COC.

3B-1d.1. Youth Experiencing Homelessness—Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)**

In the 100 Day Challenge, the three counties and the Coordinated Entry System serving them created a new by-name list to track all youth identified in the course of the challenge. This list is still in place following the challenge. The list tracks a variety of factors, including gender identification, sexual orientation, race and ethnicity, and source of referral to services (homeless crisis response vs McKinney-Vento, Department of Health and Human Services, or juvenile justice). This process makes it possible to track which types of interventions have been most successful and measure areas of potential disparity in both access and outcomes. When entering this challenge, team members anticipated serving older youth (18-24) and accessing more Rapid Re-Housing resources than any other type. During the challenge, however, a majority of the youth were under the age of 18 and a majority of resolutions came from family reunification. The team attributed this deviation to the limited outreach services at the onset of the challenge and identified gaps in outreach throughout the process. There was significant agreement that older youth are experiencing homelessness and struggling to find housing but the current Coordinated Entry System engagement strategy is not fully conducive for youth. Coupled with this, youth were not historically prioritized for housing resources through the Local Planning Body's (LPB) prioritization process. Through this challenge, the LPB

revised prioritization policy to allow equitable access for youth to all housing resources and is currently exploring other technical options for increasing Coordinated Entry accessibility for youth. Most importantly, the challenge highlighted the necessity of youth voice and leadership in identifying solutions and system design.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**
- 2. how the CoC collaborates with:**
 - a. youth education providers;**
 - b. McKinney-Vento Local LEA or SEA; and**
 - c. school districts.**

(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) Governance Council includes a held seat for representation from the Department of Education to ensure collaboration and coordination of services throughout the geographic area, including traditional public schools, charter/public school academies, and intermediate school districts. McKinney Vento liaisons also engage with Local Planning Bodies (LPBs) throughout the BOSCO, as well as committees of the BOSCO, sharing of data for PIT counts, and community homeless service events that include children, youth, and families. The BOSCO provides all LPBs with a list of school liaisons across Michigan, including on the BOSCO website. The McKinney Vento SEA consists of 33 regional consortia of districts and represent every county and approximately 98% of districts. Regional McKinney-Vento Coordinators are required by the SEA to serve on local & regional LPB. The McKinney Vento Liaison is required to keep school districts and the LPB aware of homeless children within their LPB. Through Coordinated Entry the school liaison is also contacted by the central point of intake to facilitate housing and school needs. McKinney-Vento liaisons provide training for LPBs and at the annual Summit on Ending Homelessness. The relationships are formalized through the requirement of the Department of Education that McKinney-Vento liaisons are in-place and active in schools and within LPBs. The BOSCO and its LPBs recognize the importance of school liaisons and both parties work closely together at a state and local level to house school age children and their families. The BOSCO receives additional guidance and support from Michigan's Interagency Council on Homelessness, which includes representation from the Department of Education.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

The Balance of State Continuum of Care (BOSCO) Policy requires McKinney-Vento Liaisons, organized in a statewide regional approach, to advise Local Planning Body (LPB) Chairpersons and Coordinated Entry Systems of homeless individuals and families who are eligible for education services. The McKinney-Vento liaison provides posters and brochures on the educational rights of children and youth experiencing homelessness to schools, points of entry, shelters, community agencies, runaway youth providers, businesses, churches, and service clubs/organizations. The BOSCO Coordinator works representation from the Michigan Department of Education to bring together McKinney-Vento school liaisons, LPB Chairs, and direct service staff through the sharing of best practices and ensuring policies and procedures are followed. A contact list for McKinney-Vento liaisons is shared via the BOSCO website, as well as a link to the Michigan Department of Education website with a cache of additional information. The HMIS Lead Agency incorporates educational status questions of children and youth into the intake questions of homeless individuals and families. With parent/guardian/unaccompanied youth authorization/signature, this information can be shared confidentially with McKinney-Vento school liaisons where children or youth may be enrolled to expedite identification and additional McKinney-Vento services by the schools.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	No	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	No	No
Healthy Start	Yes	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is Yes
actively working with the U.S. Department of
Veterans Affairs (VA) and VA-funded
programs to achieve the benchmarks and
criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC Yes
has sufficient resources to ensure each
veteran experiencing homelessness is
assisted to quickly move into permanent
housing using a Housing First approach.

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:

1. select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to
address any racial disparities identified in its Racial Disparities
Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input checked="" type="checkbox"/>

3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

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

Instructions:

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits.

Applicants must:

1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;

4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and

**5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.
(limit 2,000 characters)**

By partnering with Michigan Department of Health and Human Services (MDHHS), employment agencies, & healthcare providers, the Local Planning Bodies (LPB) within the Balance of State Continuum of Care (BOSCO) have methods of referral to mainstream benefits throughout the Coordinated Entry (CE) process. Navigation roles exist between homeless & social service providers to assist participants to readily apply for mainstream benefits. COC projects & LPBs are supplemented through AmeriCorps members, State Emergency Relief funds, Medicaid/Medicare, HCV Homeless Preference, LIHTC, federal TANF, SAMHSA, & MI Veteran trust fund. Agencies linked to the CE process in each LPB are continuously updated on mainstream housing & services via the BOSCO Coordinator, the Collaborative Applicant (MSHA) and BOSCO Governance Council members, such as MDHHS, Michigan Department of Education, SOAR providers, federal VA offices, and MI employment and workforce investment programs. These connections ensure the routine exchange of information about available mainstream benefits for shared clients.

MDHHS provides training to homeless service providers to access the online benefit application process & aid those seeking or renewing benefits to complete required information, including state & federally funded health care. LPBs partner with federally qualified health centers to aid in identifying households that qualify for Medicaid/Medicare.

Supportive services within COC projects partner with households to develop sustainable housing plans that incorporate all available benefits. BOSCO provides training opportunities that focus on improving housing-based case management through a strengths-based approach.

BOSCO Coordinator is responsible for overseeing the strategy developed and implemented to increase homeless household access to mainstream benefits in partnership with state/federal and COC program recipients. Access is measured through the BOSCO system performance measures.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	17
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	17
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 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

- 1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**
 - 2. state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;**
 - 3. describe how often the CoC conducts street outreach; and**
 - 4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.**
- (limit 2,000 characters)**

Outreach a priority need for Balance of State Continuum of Care (BOSCO). It is encouraged through the implementation of Coordinated Entry & can vary in form & stage of development depending on the geographical make-up of each Local Planning Body (LPB). In urban areas, outreach occurs at libraries, community centers, schools, city/county buildings and other places known for homelessness congregation. In some smaller, rural areas outreach workers partner with law enforcement (including Conservation Officers from the Department of Natural Resources) and service agencies to identify those living in places not meant for human habitation and engage with them as-needed to ensure connection to housing resources. Since transportation is a challenge, some outreach workers have created schedules so those experiencing homelessness know when to expect them and can travel to specific locations to meet with them. Training is focused on trauma-informed person-centered care, especially with unaccompanied youth, Veterans, LGBT, persons with mental illness, homeless families, etc.

Through ESG, each LPB within BOSCO is asked to devise an outreach strategy that covers 100% of its geographic area. This is an ongoing effort and BOSCO continues to seek out funding and training to ensure 100% coverage. In the most rural areas of the BOSCO, outreach is completed based on information provided by partnering agencies or law enforcement.

Targeted outreach efforts are in partnership with local service providers and experts, especially for youth, Veterans, families, & those experiencing chronic homelessness. BOSCO made fliers available to LPBs that include contract information for the local Coordinated Entry (its hours of operation and location). Through routine connection and communication with law enforcement and area health services, LPBs are able to extend outreach to encompass those experiencing homelessness that may not engage with traditional homeless service providers.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	1,005	789	-216

4A-5. Rehabilitation/Construction Costs–New No Projects.

FY2019 CoC Application	Page 50	09/27/2019
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Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
FY 2019 CoC Competition Report (HDX Report)	Yes	MI-500 FY 2019 Co...	09/27/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No	MI-500 PHA Admini...	09/27/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	MI-500 Moving On ...	09/27/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	MI-500 CE Assessm...	09/27/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	MI-500 Projects A...	09/27/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	MI-500 Projects R...	09/27/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	MI-500 Local Comp...	09/27/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	MI-500 Local Comp...	09/27/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	MI-500 Consolidat...	09/27/2019
3A. Written Agreement with Local Education or Training Organization.	No	MI-500 Education ...	09/27/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	MI-500 State Work...	09/27/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	MI-500 Racial Dis...	09/27/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		
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Attachment Details

Document Description: MI-500 FY 2019 CoC Competition Report

Attachment Details

Document Description: MI-500 PHA Administration Plan Preference

Attachment Details

Document Description: MI-500 Moving On Multifamily Preference

Attachment Details

Document Description: MI-500 CE Assessment Tool

Attachment Details

Document Description: MI-500 Projects Accepted Notification

Attachment Details

Document Description: MI-500 Projects Rejected Reduced Notification

Attachment Details

Document Description: MI-500 Local Competition Deadline

Attachment Details

Document Description: MI-500 Local Competition Announcement

Attachment Details

Document Description: MI-500 Consolidated Application

Attachment Details

Document Description: MI-500 Education Organization Agreement

Attachment Details

Document Description: MI-500 State Workforce Agreement

Attachment Details

Document Description: MI-500 Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/27/2019
1B. Engagement	09/27/2019
1C. Coordination	09/27/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/27/2019
1F. DV Bonus	09/27/2019
2A. HMIS Implementation	09/27/2019
2B. PIT Count	09/27/2019
3A. System Performance	09/27/2019
3B. Performance and Strategic Planning	09/27/2019
4A. Mainstream Benefits and Additional Policies	09/27/2019
4B. Attachments	09/27/2019

FY2019 CoC Application	Page 57	09/27/2019
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Submission Summary

No Input Required

2019 HDX Competition Report

PIT Count Data for MI-500 - Michigan Balance of State CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	1466	1465	1343	1245
Emergency Shelter Total	818	962	860	850
Safe Haven Total	0	0	0	0
Transitional Housing Total	426	264	292	261
Total Sheltered Count	1244	1226	1152	1111
Total Unsheltered Count	222	239	191	134

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	43	55	53	79
Sheltered Count of Chronically Homeless Persons	24	27	36	60
Unsheltered Count of Chronically Homeless Persons	19	28	17	19

2019 HDX Competition Report

PIT Count Data for MI-500 - Michigan Balance of State CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	204	217	190	197
Sheltered Count of Homeless Households with Children	194	200	178	188
Unsheltered Count of Homeless Households with Children	10	17	12	9

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	63	66	62	70	51
Sheltered Count of Homeless Veterans	40	48	47	62	47
Unsheltered Count of Homeless Veterans	23	18	15	8	4

2019 HDX Competition Report

HIC Data for MI-500 - Michigan Balance of State CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	1326	618	507	71.61%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	359	280	52	65.82%
Rapid Re-Housing (RRH) Beds	789	0	789	100.00%
Permanent Supportive Housing (PSH) Beds	366	0	231	63.11%
Other Permanent Housing (OPH) Beds	62	0	62	100.00%
Total Beds	2,902	898	1641	81.89%

2019 HDX Competition Report

HIC Data for MI-500 - Michigan Balance of State CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	162	160	112	18

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	73	190	235	163

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	318	850	1005	789

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for MI-500 - Michigan Balance of State CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	5355	5453	28	24	-4	9	9	0
1.2 Persons in ES, SH, and TH	5495	5540	34	28	-6	10	10	0

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	5081	5548	84	68	-16	26	25	-1
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	5225	5638	90	72	-18	28	27	-1

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	102	4	4%	2	2%	6	6%	12	12%
Exit was from ES	1692	194	11%	93	5%	99	6%	386	23%
Exit was from TH	129	7	5%	8	6%	2	2%	17	13%
Exit was from SH	0	0		0		0		0	
Exit was from PH	1403	50	4%	44	3%	75	5%	169	12%
TOTAL Returns to Homelessness	3326	255	8%	147	4%	182	5%	584	18%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1465	1343	-122
Emergency Shelter Total	962	860	-102
Safe Haven Total	0	0	0
Transitional Housing Total	264	292	28
Total Sheltered Count	1226	1152	-74
Unsheltered Count	239	191	-48

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	5593	5586	-7
Emergency Shelter Total	5450	5496	46
Safe Haven Total	0	0	0
Transitional Housing Total	172	105	-67

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	437	95	-342
Number of adults with increased earned income	16	7	-9
Percentage of adults who increased earned income	4%	7%	3%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	437	95	-342
Number of adults with increased non-employment cash income	48	10	-38
Percentage of adults who increased non-employment cash income	11%	11%	0%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	437	95	-342
Number of adults with increased total income	61	13	-48
Percentage of adults who increased total income	14%	14%	0%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	520	1132	612
Number of adults who exited with increased earned income	59	153	94
Percentage of adults who increased earned income	11%	14%	3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	520	1132	612
Number of adults who exited with increased non-employment cash income	53	183	130
Percentage of adults who increased non-employment cash income	10%	16%	6%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	520	1132	612
Number of adults who exited with increased total income	108	304	196
Percentage of adults who increased total income	21%	27%	6%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	5678	5601	-77
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	971	976	5
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	4707	4625	-82

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	7648	7515	-133
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1292	1367	75
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	6356	6148	-208

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	276	226	-50
Of persons above, those who exited to temporary & some institutional destinations	46	40	-6
Of the persons above, those who exited to permanent housing destinations	190	142	-48
% Successful exits	86%	81%	-5%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	6497	7485	988
Of the persons above, those who exited to permanent housing destinations	3272	4569	1297
% Successful exits	50%	61%	11%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	1000	687	-313
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	920	640	-280
% Successful exits/retention	92%	93%	1%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

MI-500 - Michigan Balance of State CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	643	578	606	702	661	278	153	122	850	779	5462	715	221	318	850	1005				
2. Number of HMIS Beds	519	459	470	512	558	190	87	68	850	779	757	578	221	318	850	1005				
3. HMIS Participation Rate from HIC (%)	80.72	79.41	77.56	72.93	84.42	68.35	56.86	55.74	100.00	100.00	13.86	80.84	100.00	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	5019	5133	5316	5767	788	266	104	72	1069	1008	962	873	3121	3189	4098	4382	120	90	11	25
5. Total Leavers (HMIS)	4740	4791	5008	5468	665	205	82	57	268	280	242	567	2616	1937	2606	3607	62	57	11	18
6. Destination of Don't Know, Refused, or Missing (HMIS)	509	362	261	293	33	9	6	0	19	37	23	25	193	97	98	128	5	7	0	0
7. Destination Error Rate (%)	10.74	7.56	5.21	5.36	4.96	4.39	7.32	0.00	7.09	13.21	9.50	4.41	7.38	5.01	3.76	3.55	8.06	12.28	0.00	0.00

2019 HDX Competition Report

Submission and Count Dates for MI-500 - Michigan Balance of State CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/30/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

ATTACHMENT B
FY 2019-20 ANNUAL PHA PLAN FOR HCV ONLY PHAs
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
(MSHDA) (MI-901)

B. Annual Plan

B.1 Revision of PHA Plan Elements:

Statement of Housing Needs and Strategy for Addressing Housing Needs

MSHDA is dedicated to serving the needs of the homeless and very-low and extremely low income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via the following:

- designating a homeless preference 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.
- policy of exceeding federal income targeting requirements by establishing that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.
- administration of the HCV VASH Program at four VA medical facility sites across the State of Michigan (presently Battle Creek, Detroit, Saginaw, and Iron Mountain).
- administration of Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers.
- administration of MSHDA's pilot program, Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines an HCV with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care.
- expansion of 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 commits 710 of its HCV vouchers to this pilot program.
- leveraging 100 HCVs with the Section 811 Project Rental Assistance Program.
- creation of 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.
- administration of more than 3,000 Project-Based Vouchers across the state.
- offering a PBV waiting list preference in designated PBV properties for individuals and/or families meeting the definition of Chronic Homeless, United States Veteran and Homeless Frequent Emergency Department Users with Care Need.
- 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 vouchers at 22 RAD Projects across the state which converts tenant-based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to Project-Based Vouchers.
- continuation of outreach efforts to find affordable and good quality units for its voucher holders.
- identification of when to open and close county waiting lists as needed across the state to maintain up-to-date lists.
- implementing biennial HQS inspections for HCV housing units.
- administration of an initiative with the Michigan Department of Corrections (MDOC) to enhance housing opportunities for persons exiting correctional facilities. MSHDA has allocated up to 200 HCVs for returning citizens that need long-term rental assistance.
- administration of the Mainstream Voucher Program in collaboration with the MDHHS. The program will provide voucher assistance to non-elderly and disabled households and partnering agencies will

provide support services based on the individual's needs and MDHHS affiliated program. MSHDA was awarded 99 vouchers from HUD for this program.

- administration of the Family Unification Program (FUP) in collaboration with the MDHHS. The program will provide 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 2, 2019, there are 37,215 applicants on the waiting list; 32,907 are extremely low income; 3,104 are very low income; and 1,204 are low income. Families with children make up 39% of waiting list applicants; 8% are elderly and 16% 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	\$190,598,141	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	\$197,086,404	

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, 497 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.

ATTACHMENT B
FY 2019-20 ANNUAL PHA PLAN FOR HCV ONLY PHAs
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
(MSHDA) (MI-901)

B. Annual Plan

B.1 Revision of PHA Plan Elements:

Statement of Housing Needs and Strategy for Addressing Housing Needs

MSHDA is dedicated to serving the needs of the homeless and very-low and extremely low income Michigan residents. This is demonstrated in its administration of the Housing Choice Voucher Program via the following:

- designating a homeless preference 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.
- policy of exceeding federal income targeting requirements by establishing that 80% of new admissions must be extremely low-income families and up to 20% of new admissions must be very low-income families.
- administration of the HCV VASH Program at four VA medical facility sites across the State of Michigan (presently Battle Creek, Detroit, Saginaw, and Iron Mountain).
- administration of Mainstream 1 (now called Non-Elderly Disabled or NED) and Mainstream 5 (MS5) vouchers.
- administration of MSHDA's pilot program, Affordable Assisted Housing Program (AAHP), in Macomb and Oakland Counties; which combines an HCV with the Michigan Medicaid Waiver to provide housing as an alternative to nursing home care.
- expansion of 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 commits 710 of its HCV vouchers to this pilot program.
- leveraging 100 HCVs with the Section 811 Project Rental Assistance Program.
- creation of 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.
- administration of more than 3,000 Project-Based Vouchers across the state.
- offering a PBV waiting list preference in designated PBV properties for individuals and/or families meeting the definition of Chronic Homeless, United States Veteran and Homeless Frequent Emergency Department Users with Care Need.
- 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 vouchers at 22 RAD Projects across the state which converts tenant-based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to Project-Based Vouchers.
- continuation of outreach efforts to find affordable and good quality units for its voucher holders.
- identification of when to open and close county waiting lists as needed across the state to maintain up-to-date lists.
- implementing biennial HQS inspections for HCV housing units.
- administration of an initiative with the Michigan Department of Corrections (MDOC) to enhance housing opportunities for persons exiting correctional facilities. MSHDA has allocated up to 200 HCVs for returning citizens that need long-term rental assistance.
- administration of the Mainstream Voucher Program in collaboration with the MDHHS. The program will provide voucher assistance to non-elderly and disabled households and partnering agencies will

provide support services based on the individual's needs and MDHHS affiliated program. MSHDA was awarded 99 vouchers from HUD for this program.

- administration of the Family Unification Program (FUP) in collaboration with the MDHHS. The program will provide 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 2, 2019, there are 37,215 applicants on the waiting list; 32,907 are extremely low income; 3,104 are very low income; and 1,204 are low income. Families with children make up 39% of waiting list applicants; 8% are elderly and 16% 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

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

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.01

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 1.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 2.0 for Families
- SPDAT V 1.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="radio"/> Team <input type="radio"/> Staff <input type="radio"/> 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="radio"/> Yes <input type="radio"/> No

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

SCORE:

0

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:

0

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

0

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:

0

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:

0

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

SINGLE ADULTS

AMERICAN VERSION 2.01

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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

SCORE:

0

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:

0

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:

0

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	0 /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	0 /2	
B. RISKS	0 /4	
C. SOCIALIZATION & DAILY FUNCTIONS	0 /4	
D. WELLNESS	0 /6	
GRAND TOTAL:	0 /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 Night
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

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using "gut instincts" in lieu of solid evidence. Communities need practical, evidence-informed tools that enhance their ability to satisfy federal regulations and quickly implement an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

- Alabama**
 - Parts of Alabama Balance of State
- Arizona**
 - Statewide
- California**
 - San Jose/Santa Clara City & County
 - San Francisco
 - Oakland/Alameda County
 - Sacramento City & County
 - Richmond/Contra Costa County
 - Watsonville/Santa Cruz City & County
 - Fresno/Madera County
 - Napa City & County
 - Los Angeles City & County
 - San Diego
 - Santa Maria/Santa Barbara County
 - Bakersfield/Kern County
 - Pasadena
 - Riverside City & County
 - Glendale
 - San Luis Obispo County
- Colorado**
 - Metropolitan Denver Homeless Initiative
 - Parts of Colorado Balance of State
- Connecticut**
 - Hartford
 - Bridgeport/Stratford/Fairfield
 - Connecticut Balance of State
 - Norwalk/Fairfield County
 - Stamford/Greenwich
 - City of Waterbury

District of Columbia

- District of Columbia

Florida

- Sarasota/Bradenton/Manatee, Sarasota Counties
- Tampa/Hillsborough County
- St. Petersburg/Clearwater/Largo/Pinellas County
- Tallahassee/Leon County
- Orlando/Orange, Osceola, Seminole Counties
- Gainesville/Alachua, Putnam Counties
- Jacksonville-Duval, Clay Counties
- Palm Bay/Melbourne/Brevard County
- Ocala/Marion County
- Miami/Dade County
- West Palm Beach/Palm Beach County

Georgia

- Atlanta County
- Fulton County
- Columbus-Muscogee/Russell County
- Marietta/Cobb County
- Dekalb County

Hawaii

- Honolulu

Illinois

- Rockford/Winnebago, Boone Counties
- Waukegan/North Chicago/Lake County
- Chicago
- Cook County

Iowa

- Parts of Iowa Balance of State

Kansas

- Kansas City/Wyandotte County

Kentucky

- Louisville/Jefferson County

Louisiana

- Lafayette/Acadiana
- Shreveport/Bossier/Northwest
- New Orleans/Jefferson Parish
- Baton Rouge
- Alexandria/Central Louisiana CoC

Massachusetts

- Cape Cod Islands
- Springfield/Holyoke/Chicopee/Westfield/Hampden County

Maryland

- Baltimore City
- Montgomery County

Maine

- Statewide

Michigan

- Statewide

Minnesota

- Minneapolis/Hennepin County
- Northwest Minnesota
- Moorhead/West Central Minnesota
- Southwest Minnesota

Missouri

- St. Louis County
- St. Louis City
- Joplin/Jasper, Newton Counties

- Kansas City/Independence/Lee's Summit/Jackson County
- Parts of Missouri Balance of State

Mississippi

- Jackson/Rankin, Madison Counties

North Carolina

- Gulf Port/Gulf Coast Regional
- Winston Salem/Forsyth County
- Asheville/Buncombe County
- Greensboro/High Point

North Dakota

- Statewide

Nebraska

- Statewide

New Mexico

- Statewide

Nevada

- Las Vegas/Clark County

New York

- New York City
- Yonkers/Mount Vernon/New Rochelle/Westchester County

Ohio

- Toledo/Lucas County
- Canton/Massillon/Alliance/Stark County

Oklahoma

- Tulsa City & County/Broken Arrow
- Oklahoma City

Pennsylvania

- Philadelphia
- Lower Marion/Norristown/Abington/Montgomery County
- Allentown/Northeast Pennsylvania
- Lancaster City & County
- Bristol/Bensalem/Bucks County
- Pittsburgh/McKeesport/Penn Hills/Allegheny County

Rhode Island

- Statewide

South Carolina

- Charleston/Low Country
- Columbia/Midlands

Tennessee

- Chattanooga/Southeast Tennessee
- Memphis/Shelby County
- Nashville/Davidson County

Texas

- San Antonio/Bexar County
- Austin/Travis County
- Dallas City & County/Irving
- Fort Worth/Arlington/Tarrant County
- El Paso City and County
- Waco/McLennan County
- Texas Balance of State
- Amarillo
- Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
- Bryan/College Station/Brazos Valley
- Beaumont/Port Arthur/South East Texas

Utah

- Statewide

Virginia

- Richmond/Henrico, Chesterfield, Hanover Counties
- Roanoke City & County/Salem
- Virginia Beach
- Portsmouth
- Virginia Balance of State
- Arlington County

Washington

- Seattle/King County
- Spokane City & County

Wisconsin

- Statewide

West Virginia

- Statewide

Wyoming

- Wyoming Statewide is in the process of implementing

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

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Welcome to the SPDAT Line of Products

The Service Prioritization Decision Assistance Tool (SPDAT) has been around in various incarnations for over a decade, before being released to the public in 2010. Since its initial release, the use of the SPDAT has been expanding exponentially and is now used in over one thousand communities across the United States, Canada, and Australia.

More communities using the tool means there is an unprecedented demand for versions of the SPDAT, customized for specific client groups or types of users. With the release of SPDAT V4, there have been more current versions of SPDAT products than ever before.

VI-SPDAT Series

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) was developed as a pre-screening tool for communities that are very busy and do not have the resources to conduct a full SPDAT assessment for every client. It was made in collaboration with Community Solutions, creators of the Vulnerability Index, as a brief survey that can be conducted to quickly determine whether a client has high, moderate, or low acuity. The use of this survey can help prioritize which clients should be given a full SPDAT assessment first. Because it is a self-reported survey, no special training is required to use the VI-SPDAT.

Current versions available:

- VI-SPDAT V 2.0 for Individuals
- VI-SPDAT V 2.0 for Families
- VI-SPDAT V 2.0 for Youth

All versions are available online at

www.orgcode.com/products/vi-spdatt/

SPDAT Series

The Service Prioritization Decision Assistance Tool (SPDAT) was developed as an assessment tool for front-line workers at agencies that work with homeless clients to prioritize which of those clients should receive assistance first. The SPDAT tools are also designed to help guide case management and improve housing stability outcomes. They provide an in-depth assessment that relies on the assessor's ability to interpret responses and corroborate those with evidence. As a result, this tool may only be used by those who have received proper, up-to-date training provided by OrgCode Consulting, Inc. or an OrgCode certified trainer.

Current versions available:

- SPDAT V 4.0 for Individuals
- SPDAT V 4.0 for Families
- SPDAT V 4.0 for Youth

Information about all versions is available online at

www.orgcode.com/products/spdat/

SPDAT Training Series

To use the SPDAT, training by OrgCode or an OrgCode certified trainer is required. We provide training on a wide variety of topics over a variety of mediums.

The full-day in-person SPDAT Level 1 training provides you the opportunity to bring together as many people as you want to be trained for one low fee. The webinar training allows for a maximum of 15 different computers to be logged into the training at one time. We also offer online courses for individuals that you can do at your own speed.

The training gives you the manual, case studies, application to current practice, a review of each component of the tool, conversation guidance with prospective clients – and more!

Current SPDAT training available:

- Level 0 SPDAT Training: VI-SPDAT for Frontline Workers
- Level 1 SPDAT Training: SPDAT for Frontline Workers
- Level 2 SPDAT Training: SPDAT for Supervisors
- Level 3 SPDAT Training: SPDAT for Trainers

Other related training available:

- Excellence in Housing-Based Case Management
- Coordinated Access & Common Assessment
- Motivational Interviewing
- Objective-Based Interactions

More information about SPDAT training, including pricing, is available online at

<http://www.orgcode.com/product-category/training/spdat/>

Administration

Interviewer's Name _____	Agency _____	<input type="radio"/> Team <input type="radio"/> Staff <input type="radio"/> 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? _____		
PARENT 2	Date of Birth	Age	Social Security Number
	DD/MM/YYYY ____/____/____	_____	_____
	Consent to participate		<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> No second parent currently part of the household			
PARENT 2	First Name	Nickname	Last Name

	In what language do you feel best able to express yourself? _____		
PARENT 2	Date of Birth	Age	Social Security Number
	DD/MM/YYYY ____/____/____	_____	_____
	Consent to participate		<input type="radio"/> Yes <input type="radio"/> No
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			SCORE: _____

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**.

0

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:

0

6. How long has it been since you and your family lived in permanent stable housing? _____ Years ☐ 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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

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:

0

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	0 /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	0 /2	
B. RISKS	0 /4	
C. SOCIALIZATION & DAILY FUNCTIONS	0 /4	
D. WELLNESS	0 /6	
E. FAMILY UNIT	0 /4	
GRAND TOTAL:	0 /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 Night
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

Appendix A: About the VI-SPDAT

The HEARTH Act and federal regulations require communities to have an assessment tool for coordinated entry - and the VI-SPDAT and SPDAT meet these requirements. Many communities have struggled to comply with this requirement, which demands an investment of considerable time, resources and expertise. Others are making it up as they go along, using “gut instincts” in lieu of solid evidence. Communities need a practical, evidence-informed way to satisfy federal regulations while quickly implementing an effective approach to access and assessment. The VI-SPDAT is a first-of-its-kind tool designed to fill this need, helping communities end homelessness in a quick, strategic fashion.

The VI-SPDAT

The VI-SPDAT was initially created by combining the elements of the Vulnerability Index which was created and implemented by Community Solutions broadly in the 100,000 Homes Campaign, and the SPDAT Prescreen Instrument that was part of the Service Prioritization Decision Assistance Tool. The combination of these two instruments was performed through extensive research and development, and testing. The development process included the direct voice of hundreds of persons with lived experience.

The VI-SPDAT examines factors of current vulnerability and future housing stability. It follows the structure of the SPDAT assessment tool, and is informed by the same research backbone that supports the SPDAT - almost 300 peer reviewed published journal articles, government reports, clinical and quasi-clinical assessment tools, and large data sets. The SPDAT has been independently tested, as well as internally reviewed. The data overwhelmingly shows that when the SPDAT is used properly, housing outcomes are better than when no assessment tool is used.

The VI-SPDAT is a triage tool. It highlights areas of higher acuity, thereby helping to inform the type of support and housing intervention that may be most beneficial to improve long term housing outcomes. It also helps inform the order - or priority - in which people should be served. The VI-SPDAT does not make decisions; it informs decisions. The VI-SPDAT provides data that communities, service providers, and people experiencing homelessness can use to help determine the best course of action next.

Version 2

Version 2 builds upon the success of Version 1 of the VI-SPDAT with some refinements. Starting in August 2014, a survey was launched of existing VI-SPDAT users to get their input on what should be amended, improved, or maintained in the tool. Analysis was completed across all of these responses. Further research was conducted. Questions were tested and refined over several months, again including the direct voice of persons with lived experience and frontline practitioners. Input was also gathered from senior government officials that create policy and programs to help ensure alignment with guidelines and funding requirements.

You will notice some differences in Version 2 compared to Version 1. Namely:

- it is shorter, usually taking less than 7 minutes to complete;
- subjective elements through observation are now gone, which means the exact same instrument can be used over the phone or in-person;
- medical, substance use, and mental health questions are all refined;
- you can now explicitly see which component of the full SPDAT each VI-SPDAT question links to; and,
- the scoring range is slightly different (Don't worry, we can provide instructions on how these relate to results from Version 1).

Appendix B: Where the VI-SPDAT is being used in the United States

Since the VI-SPDAT is provided completely free of charge, and no training is required, any community is able to use the VI-SPDAT without the explicit permission of Community Solutions or OrgCode Consulting, Inc. As a result, the VI-SPDAT is being used in more communities than we know of. It is also being used in Canada and Australia.



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

FAMILIES

AMERICAN VERSION 2.0

A partial list of continua of care (CoCs) in the US where we know the VI-SPDAT is being used includes:

- Alabama**
 - Parts of Alabama Balance of State
- Arizona**
 - Statewide
- California**
 - San Jose/Santa Clara City & County
 - San Francisco
 - Oakland/Alameda County
 - Sacramento City & County
 - Richmond/Contra Costa County
 - Watsonville/Santa Cruz City & County
 - Fresno/Madera County
 - Napa City & County
 - Los Angeles City & County
 - San Diego
 - Santa Maria/Santa Barbara County
 - Bakersfield/Kern County
 - Pasadena
 - Riverside City & County
 - Glendale
 - San Luis Obispo County
- Colorado**
 - Metropolitan Denver Homeless Initiative
 - Parts of Colorado Balance of State
- Connecticut**
 - Hartford
 - Bridgeport/Stratford/Fairfield
 - Connecticut Balance of State
 - Norwalk/Fairfield County
 - Stamford/Greenwich
 - City of Waterbury
- District of Columbia**
 - District of Columbia
- Florida**
 - Sarasota/Bradenton/Manatee, Sarasota Counties
 - Tampa/Hillsborough County
 - St. Petersburg/Clearwater/Largo/Pinellas County
 - Tallahassee/Leon County
 - Orlando/Orange, Osceola, Seminole Counties
 - Gainesville/Alachua, Putnam Counties
 - Jacksonville-Duval, Clay Counties
 - Palm Bay/Melbourne/Brevard County
 - Ocala/Marion County
 - Miami/Dade County
 - West Palm Beach/Palm Beach County
- Georgia**
 - Atlanta County
 - Fulton County
 - Columbus-Muscogee/Russell County
 - Marietta/Cobb County
 - DeKalb County
- Hawaii**
 - Honolulu
- Illinois**
 - Rockford/Winnebago, Boone Counties
 - Waukegan/North Chicago/Lake County
 - Chicago
 - Cook County
- Iowa**
 - Parts of Iowa Balance of State
- Kansas**
 - Kansas City/Wyandotte County
- Kentucky**
 - Louisville/Jefferson County

- Louisiana**
 - Lafayette/Acadiana
 - Shreveport/Bossier/Northwest
 - New Orleans/Jefferson Parish
 - Baton Rouge
 - Alexandria/Central Louisiana CoC
- Massachusetts**
 - Cape Cod Islands
 - Springfield/Holyoke/Chicopee/Westfield/Hampden County
- Maryland**
 - Baltimore City
 - Montgomery County
- Maine**
 - Statewide
- Michigan**
 - Statewide
- Minnesota**
 - Minneapolis/Hennepin County
 - Northwest Minnesota
 - Moorhead/West Central Minnesota
 - Southwest Minnesota
- Missouri**
 - St. Louis County
 - St. Louis City
 - Joplin/Jasper, Newton Counties
 - Kansas City/Independence/Lee's Summit/Jackson County
 - Parts of Missouri Balance of State
- Mississippi**
 - Jackson/Rankin, Madison Counties
 - Gulf Port/Gulf Coast Regional
- North Carolina**
 - Winston Salem/Forsyth County
 - Asheville/Buncombe County
 - Greensboro/High Point
- North Dakota**
 - Statewide
- Nebraska**
 - Statewide
- New Mexico**
 - Statewide
- Nevada**
 - Las Vegas/Clark County
- New York**
 - New York City
 - Yonkers/Mount Vernon/New Rochelle/Westchester County
- Ohio**
 - Toledo/Lucas County
 - Canton/Massillon/Alliance/Stark County
- Oklahoma**
 - Tulsa City & County/Broken Arrow
 - Oklahoma City
 - Norman/Cleveland County
- Pennsylvania**
 - Philadelphia
 - Lower Marion/Norristown/Abington/Montgomery County
 - Allentown/Northeast Pennsylvania
 - Lancaster City & County
 - Bristol/Bensalem/Bucks County
 - Pittsburgh/McKeesport/Penn Hills/Allegheny County
- Rhode Island**
 - Statewide
- South Carolina**
 - Charleston/Low Country
 - Columbia/Midlands
- Tennessee**
 - Chattanooga/Southeast Tennessee
 - Memphis/Shelby County
 - Nashville/Davidson County
- Texas**
 - San Antonio/Bexar County
 - Austin/Travis County
 - Dallas City & County/Irving
 - Fort Worth/Arlington/Tarrant County
 - El Paso City and County
 - Waco/McLennan County
 - Texas Balance of State
 - Amarillo
 - Wichita Falls/Wise, Palo Pinto, Wichita, Archer Counties
 - Bryan/College Station/Brazos Valley
 - Beaumont/Port Arthur/South East Texas
- Utah**
 - Statewide
- Virginia**
 - Richmond/Henrico, Chesterfield, Hanover Counties
 - Roanoke City & County/Salem
 - Virginia Beach
 - Portsmouth
 - Virginia Balance of State
 - Arlington County
- Washington**
 - Seattle/King County
 - Spokane City & County
- Wisconsin**
 - Statewide
- West Virginia**
 - Statewide
- Wyoming**
 - Wyoming Statewide is in the process of implementing



MIBOSCOC Coordinator <coordinator@miboscoc.com>

BoS CoC: HUD CoC Local Application Renewal Score

1 message

MIBOSCOC Coordinator <coordinator@miboscoc.com>

To: Kittie Tuinstra <kittie@oceanashome.org>, Kittie Tuinstra <ohp.kittie@oceana.net>

Cc: Lori Pieri <home@lighthouse.net>

Wed, Jul 17, 2019 at 9:40 AM

Hi Kittie:

Please find attached the following documents in response to the Renewal application submitted by Channel Housing Ministries.

- Renewal Score Letter
- Renewal Score Card
- BoS CoC Appeals Policy

Please note that any calculation error appeals must be submitted by Monday, July 22 at 5 p.m.

Please feel free to contact me or Lori Pieri, HUD CoC Application and Evaluation Committee Chair, with any questions.


Thank you,


Christina Soulard
Coordinator, Balance of State Continuum of Care
miboscoc.com

Ph: 517.241.0876

Alt. Email: soulardc@michigan.gov

3 attachments

 Channel Housing Ministries FY19 Renewal Score Letter.pdf
160K

 FY19 Renewal Score Card Channel Housing Ministries RRH.pdf
242K

 FY19 Local Application Appeals Policy 061319.pdf
173K



Dear Kittie:

Thank you for your project application to the FY19 HUD CoC Program Competition for the Michigan Balance of State CoC. This letter provides notice of the project's score for this competition round. Below is a review of maximum scores available per permanent housing project component type:

- *Rapid Re-Housing projects* – 105 points possible
- *Permanent Supportive Housing projects* – 135 points possible

Each application had three (3) separate reviews completed by members of the HUD CoC Application and Evaluation Committee, with the final score for each project determined by consensus from the Committee as a whole. Information on the project score is listed below and a completed score card is included with this letter to show how this project scored on each application question.

Project Name:	Stability and Beyond
Project Component Type:	RRH
Your Project Score:	77.5

Announcements regarding Tier placement will not be made until all projects (including New, Bonus, and Infrastructure) are scored.

Per the "HUD CoC Competition: Local Applications Process for Appeals", applicants can appeal a score based on calculations error. Please see the included copy of the process for additional details. **If you wish to appeal the project score based on a calculations error, you must email this request to the Coordinator (coordinator@miboscoc.com) by Monday, July 22, at 5pm EST.**

Sincerely,

Lori Pieri
HUD CoC Committee Chair
home@lighthouse.net

Christina Soulard
Balance of State CoC Coordinator
coordinator@miboscoc.com



FY2019 HUD COC PROGRAM COMPETITION
RENEWAL PROJECT SCORECARD
HOUSING PROJECTS

Applicant and Project Name: Channel Housing Ministries, Stability and Beyond

Rater Name: Click here to enter text.

Date Reviewed: 7/16/2019

Renewal projects must ensure they continue to meet HUD thresholds for funding.	Maximum Score Possible	PSH – 135 RRH - 105
	Total Project Score	77.5

Please note that the numbered questions on the application correspond with the numbered scoring areas below.

Section I: Project Effectiveness		Possible Points: PSH – 80 RRH – 50 Possible Deductions: -10	Section Score: 35
5. Does the project qualify as low barrier?			
Answered "None of the Above"	4	4	
Checked any other boxes	0		
6. Does the project meet all Housing First criteria?			
Answered "None of the Above"	6	6	
Checked any other boxes	0		
7a. Did the project take 100% of all referrals from Coordinated Entry in the past grant year?			
Yes	2	2	
No	0		
7b. Percentage of referrals refused by applicant			
10% or less	3	3	
11% to 25%	1		
"Don't Know" or higher than 25%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
8. Prioritization and Referral Process			
Proof of Prioritization and Referral Process	5	5	
No Information Provided	0		
Efficient Use of Funding:			
9. What is the project's utilization rate?			
90% or higher	5	0	
80%-89%	0		
79% or lower	-5		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
10. Anticipated recapture			
Yes		Not scored	
No	X		

11. History of recapture (three years)			
No history of recapture	5	0	
Recapture for each grant listed is less than 10%	0		
Recapture on any grant is greater than 10%	-5		
12. Percent of funding recaptured in last completed grant year			
a. Amount authorized in most recent completed HUD grant year			
b. Remaining balance in eLOCCS			
Less than 10%	5	0	
More than 10%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
13. Were drawdowns made at least quarterly?			
Yes	5	5	
No	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
14. Voluntary reallocation (answered if project was not fully expended)			
Yes, the applicant wishes to voluntarily reallocate	X	Not Scored	
No, the applicant does not wish to voluntarily reallocate			
N/A			
HMIS Participation			
15. Percentage of APR Data Quality Elements (6a.-6d.) with 5% or less null or missing values			
85% or greater	5	5	
Less than 84%	0		
HUD Monitoring Findings			
16. Does the recipient have any HUD monitoring findings in any of the agency's projects? If yes, findings must be resolved or explained to the satisfaction of the HUD CoC Application and Evaluation Committee for the application to meet standards.	Standard Met: Yes/No	Y	
Impact on Homelessness			
17. Is this project the only CoC funded project with dedicated beds to a particular target population? (Answered by Project Evaluation based on all applications submitted for this NOFA.)			
Yes		Not Scored Taken into consideration in a tie score situation	
No			
18. Would additional funds be accepted?			
Yes	N	Not Scored	
No			
19. LPB membership acknowledgement			
Yes	5	5	
No	0		
Serving High Need Populations – PSH ONLY			
20. What percentage of the households met "hard to serve" criteria defined as having zero income at start/entry? (APR 18)			
80% or more	10		
70%-79%	8		
50%-69%	5		
Less than 50%	0		

Narrative review: Does the narrative warrant further consideration in scoring?		
21. What percentage of participants met "hard to serve" criteria defined as having two or more physical or mental health conditions known at Start/entry? (APR 13.A.2)		
More than 50%	10	
30%-49%	8	
10%-29%	5	
Less than 10%	0	
Narrative review: Does the narrative warrant further consideration in scoring?		
22. What percentage of the households served were chronically homeless? (APR Q26a.)		
80% or more	10	
70%-79%	8	
50%-69%	5	
Less than 50%	0	
Narrative review: Does the narrative warrant further consideration in scoring?		

Section II: Project Performance		Possible Points: 55	Section Score: 42.5
Performance Data			
Permanent Supportive Housing			
23. Length of Stay			
Percentage of leavers that remained in project more than 180 days (APR 22a.1)			
95% and more	20		
85%-94%	15		
75%-84%	10		
65%-74%	5		
55%-64%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
24. Exits to Permanent Housing			
Percent who remain in or move to PH			
95% or higher	25		
90%-94%	20		
85%-89%	15		
80%-84%	10		
75%-79%	5		
Less than 75%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
25. New or Increased Income and Earned Income			
a. Project Stayers: New or increased earned income (APR 19a.1)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			

b. Project Stayers: New or increased other (non-employment) income (APR 19a.1)			
50% and higher	2.5		
25%-49%	1.5		
Less than 25%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
c. Project Leavers: New or increased earned income (APR 19a.2)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
d. Project Leavers: New or increased non-employment income (APR 19a.2)			
50% and higher	2.5		
25%-49%	1.5		
Less than 25%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
Rapid Re-Housing			
23. Length of Stay			
Percentage of participants that took 30 days or less from project entry to lease up (CAPER 22C)			
80%-100%	20	15	
60%-79%	15		
40%-59%	10		
20%-39%	5		
0%-19%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
24. Exits to Permanent Housing			
Percent who exit to PH			
95% or higher	25	20	
90%-94%	20		
85%-89%	15		
80%-84%	10		
75%-79%	5		
Less than 75%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
25. New or Increased Income and Earned Income			
a. Project Leavers: New or increased earned income (APR 19a.2)			
30% and higher	5	2.5	
20%-29%	2.5		
Less than 20%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
b. Project Leavers: New or increased non-employment income (APR 19a.2)			
10% and higher	5	5	
5%-9%	2.5		
Less than 5%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			

Section III: Completion of Application		Possible Points: 0	Section Score:
		Deductions: -5	
26. Is the application complete and accurate?			
Yes		0	
No		-5	



HUD CoC Competition: Local Applications Process for Appeals

The Balance of State Continuum of Care (BoS CoC), with leadership and support from the HUD CoC Application and Evaluation Committee membership, is responsible for developing the process by which applicants seeking funding (both renewal and new) are evaluated and ranked in a priority listing for funding.

The following policy is supported by the BoS CoC as of June 13, 2019, and will be reviewed annually.

Evaluation and Ranking

All HUD CoC funded projects seeking renewal funding in the HUD CoC Competition will be reviewed and scored by the HUD CoC Application and Evaluation Committee membership on multiple components which may include – but are not limited to – project performance, HMIS data, and CoC participation. The details of the scoring components, and the values of those components, will be specified yearly in the Renewal Application Score Card.

New, Bonus, and Infrastructure applications will be reviewed and scored by the HUD CoC Application and Evaluation Committee membership on multiple components which may include – but are not limited to – identified need, project scope, and applicant capacity. The details of the scoring components, and the values of those components, will be specified yearly in the New, Bonus, and Infrastructure Application Score Cards, respectively.

All projects must meet HUD's threshold for eligible recipients in order to be considered for ranking. All projects will be placed on the project priority list in accordance with ranking policies and application scores.

Types of Appeals

For the purposes of the FY19 HUD CoC Competition, local application scores can only be appealed based on calculations, as detailed below.

Calculations Appeal

An applicant may appeal the score if it can demonstrate that an error was made in calculating the score on any of the evaluation components. When appealing a calculation error, the applicant must demonstrate that a calculation error was made and produce evidence of what the correct calculation should be. Proposed corrections must be based on the data originally submitted with the application. Applicants may not change or correct data after the initial submission.

For the purposes of this policy, a "calculation error" is defined as an error made in addition, subtraction, division, multiplication, or other mathematical operation.



HUD CoC Competition: Local Applications Process for Appeals

Content of Appeals

The source of data for evaluating projects for continued HUD CoC funding is the data submitted in the project's APR, other HMIS data, or other records. The sources of data used to evaluate projects is given in the application and Detailed Instructions for each application type (Renewal, New, Bonus, Infrastructure). It is expected that applications have reviewed this data prior to submission. Therefore, applicants that submit an appeal may not appeal on the basis of having initially submitted incomplete or inaccurate data. Any appeal that is submitted in which the only rationale or evidence given is based on corrected data will be rejected and the project's original score will stand.

Appeals must be submitted electronically to the BoS CoC Coordinator within the specified timeframe, as detailed in the "Timeline for HUD CoC Program Local Application Process".

Appealing Placement on Project Priority List

Projects will be placed on the project priority list in accordance with the ranking policies and the final calculated application score. The final score will be either the score initially calculated or the re-calculated score based on any appeal made, if needed. Placement on the project priority list, however, does not guarantee funding, as the ultimate funding decision is made by HUD.

Applicants may not appeal the placement on the project priority list, whether the project is placed in Tier 1 or Tier 2. All project rankings are final and cannot be appealed.

Review of Appeals

The HUD CoC Application and Evaluation Committee will review all submitted appeals. Following the review, the Committee will decide whether or not to change the application score. This change is not a recommendation or decision as to where the project will be ranked, as the placement of projects on the project priority list is determined also by ranking policies.

For calculation appeals, the Committee will carry out the following activities:

- Review appeals material submitted by the applicant.
- Determine if a calculation error was made in the calculating the application score, and if so, present the corrected score.

If the Committee agrees that a calculation error occurred, then the decision can be made to grant the application the corrected score. The project will then be ranked according to the corrected score.



HUD CoC Competition: Local Applications Process for Appeals

If the Committee agrees that the initial score was correctly calculated, and that the applicant was not able to substantiate the need for a corrected calculation, then the decision can be made to rank the project according to the initial score.

Notification of Appeals Decision

Applicants will be informed of the decision from the HUD CoC Application and Evaluation Committee, and any additional instructions, in writing through email within 5 business days of the decision.

Conflict of Interest

All members of the HUD CoC Application and Evaluation committee will be required to sign a Conflict of Interest Disclosure statement. In the case that the BoS CoC Coordinator receives information of a real or potential conflict of interest, such information will be investigated and appropriate action taken.

Notification of Appeals Process and Submission of Appeals

The BoS CoC Coordinator will notify applicants via email of the project's initial score. The notification will also include details on how an applicant may submit an appeal and the timeline in which the appeal is to be submitted. The specifics on submitting the appeals (deadlines, method, contact person, timeline for making decisions) will be specified on a yearly basis. An applicant that does not submit an appeal by the stated deadline will be considered to not be appealing and therefore that project will automatically be ranked according to the initial score received.

HUD Appeal Process

The BoS CoC is responsible for making the decision on which projects are submitted to HUD each year as part of the annual CoC Competition. The ultimate decision in whether a project is funded is made by HUD.

The HEARTH Act, in 24 CFR 578.35, and the annual Notices of Funding Availability (NOFAs), provide information regarding the situations in which an applicant may submit an appeal directly to HUD. Applicants may appeal directly to HUD if they meet the criteria set forth in 24 CFR 578.35. The submission of an appeal to HUD, in accordance with HUD's policies and procedures, is the final recourse that may be taken by an applicant.



HUD CoC Competition: Local Applications Process for Appeals

Exceptions and Changes to Policy

The BoS CoC reserves the right to make an exception to these policy and procedures based on communication from HUD that impacts the CoC's ability to carry out the policy and procedures as described above. The BoS CoC also reserves the right to amend this policy on an annual basis based on any of the following: changes in HUD policy, changes in CoC policy related to the local application and evaluation processes, and/or changes to the project funding priorities.

One renewing project voluntary reallocated in MI-500 for the FY19 HUD CoC local competition process. No renewing projects were forcibly reduced due to scoring and no project application were rejected.

FY19 HUD CoC Program Competition

- [FY19 HUD CoC Program Competition Open](#) *(added 7/8/19)*
- [MI BOSCOC \(Collaborative Applicant - MSHDA\) enacts FY19 Registration](#) *(added 5/10/19)*
- [FY19 CIW Report](#) *(added 7/8/19)*
- [FY19 HUD CoC Estimated ARD](#) *(added 7/8/19)*
- [FY19 HUD CoC NOFA](#) *(added 7/8/19)*

FY19 Local Application Process: Documents

- [Timeline for FY19 HUD CoC Program Local Application Process](#) *(added 5/10/19, updated 6/12/19, updated 7/5/19, updated 7/10/19)*
- [Local Competition Overview](#) *(added 5/20/19, updated 7/10/19)*
- [Local Application Appeals Process](#) *(added 6/13/19)*

RENEWAL PROJECT LOCAL APPLICATION - Permanent Housing Projects

- [FY19 Renewal Project Application Recorded Webinar](#) *(added 5/20/19)*
- [FY19 Renewal Project Application - Permanent Housing](#) *(added 5/20/19, updated 5/31/19)*
- [FY19 Renewal Project Detailed Instructions - Permanent Housing](#) *(added 5/20/19, updated 5/31/19)*
- [FY19 Renewal Project Score Card - Permanent Housing](#) *(added 5/20/19)*
- [FY19 Local Planning Body Acknowledgement Form](#) *(added 5/20/19)*
- [FY19 Voluntary Relocation Consideration Form](#) *(added 5/20/19)*

NEW, BONUS, & INFRASTRUCTURE PROJECTS - LOCAL APPLICATIONS

- [FY19 New, Bonus, and Infrastructure Project Application Webinar: Friday, July 19 at 10am - Register Here](#)
 - [FY19 New, Bonus, and Infrastructure Project Application Webinar: Friday, July 19 at 10am - Register Here](#)
- [FY19 New and Bonus Project Application - Permanent Housing](#) *(added 7/9/19)*
- [FY19 New and Bonus Project Detailed Instructions - Permanent Housing](#) *(added 7/9/19)*
- [FY19 New and Bonus Project Score Card - Permanent Housing](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Application](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Detailed Instructions](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Score Card](#) *(added 7/9/19)*
- [FY19 Local Planning Body Acknowledgement Form](#) *(added 7/16/19)*

HUD Ask A Question (AAQ) completed by BofC CoC Coordinator:

- [Live link to spreadsheet of questions submitted to HUD's AAQ and responses received](#)



BoS CoC Weekly Update: 5/16/19

3 messages

MIBOSCOC Coordinator <coordinator@miboscoc.com>

Thu, May 16, 2019 at 11:23 AM

Bcc: abark@bwcaa.org, bbeaudin@greatlakesrecovery.org, berrienhm@gmail.com, Christine Cook <christinecook@bwcl.org>, director@otsegounitedway.org, duffi@gocaa.org, harborbyouth@hotmail.com, kbaughman@nmcaa.net, mdhsccommunitypartners@michigan.gov, Mjannazzo@thirdlevel.org, octm33access.com, Julie Wonders <wondersj@mschools.org>, Alger Marquette CAA <207@communityactionam.org>, Alysa Wamsler <awamsler@ttfinc.org>, Amber Kowatch <akowatch@manistee.org>, Amber Troupe <troupea@michigan.gov>, Amy Eddinger <amy.eddinger@bryac.org>, Amy Smith <asmith@scccmh.org>, Andrea Sneller <sneller@dnm.org>, Anne van den Goor <avandengoor@hs-mm.org>, April Townsend <april@olhsa.org>, Arnold Koonitz <aeddik@aol.com>, Arthur Ohlrich <arthur.ohlrich@va.gov>, Becky Search <searchb@michigan.gov>, Betsy Huggatt <huggattb@dpcenter.org>, Beverly Ebersold <beverley.ebersold@usich.gov>, Beverly Graham <bgraham@h2lenawee.org>, Bonnie Pello <bjello@yahoo.com>, Bradley Hinken <bhinken@truenorthservices.org>, Brandon Frierson <bfrierson@voam1.org>, Brian Jergenson <brian.jergenson@usc.salvationarmy.org>, Brianna Pierce <bpierce@truenorthservices.org>, Candace Morgan <cmorgan@dmh.org>, Cara Coleman <ccoleman@acmh.org>, Carly Huffman <Carly.Huffman@va.gov>, Cathy Gordon <cgordon@cbpu.com>, Cathy Meske <cmeske@nemcmh.org>, Cathy Sheets <SheetsC@michigan.gov>, CEUW AmeriCorps Vista <vista@charemunitedway.org>, Cheryl Mathis <Cheryl.y.mathis@hud.gov>, Cheryl Melroy <cmelroy@nhc.net>, Cheryl O'Neil <conecaringhouse@gmail.com>, Chippewa Luce Mackinac CAA <scrossett@cmcaa.com>, Chris Briggs <cbriggs@newaygocmh.org>, Christie Harry <cherry@hs-mm.org>, Christina Soudard <csoudard@michigan.gov>, Christine Gebhard <cggebhard@norccmh.org>, Christy Liebenow <christy@greengablesheaven.org>, Colleen Knight <colleen@brcfoundation.org>, Constance Adams <cadams@emergencyshelterservices.org>, Cori Bach <corib@hdc-caro.org>, Cynthia Pennington <cynthia.pennington@kmgprestige.com>, Cynthia Pushman <pushman@michigan.gov>, Dakota Morris <dmstaircase@yahoo.com>, Daleth Jean-Jules <daleth.jean-jules@va.gov>, Dan Streeter <dan@r3monline.org>, Dave Glidden <gliddend@michigan.gov>, Dave Ransom <dramson@nmcaa.net>, Deb Oleneack <doleneack@cmcaa.com>, Dennis McShane <dmcshane@cmcaa.com>, Donna Hardies <donna@cmcaa.com>, Heather Dhooche <heather@lacada.org>, Heather Stapley <hstapley@centrawellness.org>, Housing Services Mid-Michigan <etaylor@hs-mm.org>, Jamie Mead <mead1@michigan.gov>, Jamie Winters <jwinters@wrcm.org>, Jan Schleicher <realhealthjourney@gmail.com>, Jane Currie <jcurrie@wiseagainsviolence.org>, Janet Kaley <Kaley@michigan.gov>, Janice Reed <reedj4@michigan.gov>, Janis Ikeda <janis.ikeda@csh.org>, Jason Parks <Jason_Parks@usc.salvationarmy.org>, Jason Weller <jweller@mhomeless.org>, Jayce Ashwill <jayce@goodwillmi.org>, Jeanine Winkowski <director@dove-inc.net>, Jennie Pollak <jennie.pollak@ml211.org>, Jennifer Scally <jennifer.scally@areagencyonaging.org>, Jeremy Weinick <jweinick@cmcaa.com>, Jessica Vail <vailj1@michigan.gov>, Jessica Willis <jessica.willis@networksnorthwest.org>, Jill Shoemaker <jshoemaker@mhomeless.org>, Jill Sutton <jtsutton@nmcaa.org>, Jillian Wiesemes <jwiesemes@emergencyshelterservices.org>, Jo Kennard <JoKennard@michigan.gov>, John Zangoulas <zangoulas@nmcaa.net>, JoJean Thompson <jjthompson@gmail.com>, Jonathan Tamayo <jonathan.tamayo@usc.salvationarmy.org>, Jonel Archibald <jarchibald@emergencyshelterservices.org>, Joni Talantino <J.Talantino@saulttribe.net>, Joshua Palma <jpalma@alcmmission.org>, Julie Moberg <jmoberg@mdcaa.org>, Kael Meyer <MeyerK3@michigan.gov>, Karalee Bradshaw <kbradshaw@calicove.com>, Karen Bauer <KBauer@sccmh.org>, Karla Eisner <karla.eisner@nclmh.org>, Katherine Fladzinski <katherinef@hdc-caro.org>, Katherine Shultz <cheboyganhousing@gmail.com>, Kathleen Hines <kathleen.j.hines@hud.gov>, Kathy Arndt <kathy@otsegounitedway.org>, Kathy Swantek <swantek@bwdh.org>, Kayla West <kaylajaywest@gmail.com>, Kendra Nelson <knelson@communityactionam.org>, Kim Bruce <KBruce@shelterhousemidland.org>, Kim Stuhler <kstuhler@unitedwaymidland.org>, Kimberly Hemker <shelterhouse@cbpu.com>, Kimberly Molnar <kmolnar@pinesbhs.org>, Kimberly Sawatzki <Kimberly.Sawatzki@va.gov>, Kileen Bennett <kbennett@emergencyshelterservices.org>, Larry Enrig <leemig@charter.net>, Laura Reaume <lreaume@caajh.org>, Laurel Burchfield <lburchfield@mhomeless.org>, Laurie Ames <lames@calicove.com>, Laurie Andrews <laurie@otsegounitedway.org>, Leo Glori <glori@michigan.gov>, Leslie Sheen <Lesliesheen@sunrisemission.com>, Linda LaFord <lford@cmcaa.com>, Lindsay Fortin <Lindsay.Fortin@lswis.org>, Lindsey Bishop-Gilmore <lindsey.bishopgilmore@csh.org>, Lisa Schmidt <evaplace@greatlakes.net>, Lisa Williams <lswilliams@nmcaa.net>, Lola LeForge <lforge@mhomeless.org>, Lori Geshel <loribel8837@yahoo.com>, Lori K. 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MICHIGAN BALANCE OF STATE CONTINUUM OF CARE



Preventing and Ending Homelessness in Michigan's Rural Counties

Your Weekly *Balance of State* CoC Update

FY19 HUD CoC Competition: Local Renewal Application Webinar Monday, May 20 at 1:30pm

The BoS CoC will host a webinar to review the local application process for all renewing HUD CoC permanent housing projects. We will review the local application and all required materials for projects that were awarded under the FY18 application round and plan to continue for FY19.

The webinar will be recorded and posted to the website Monday, May 20, after the webinar. Application materials will be on the website by 12pm Monday, May 20. You can register for the webinar [here](#).

Date Reminders for Local Renewal Applications:

Monday, May 20 - Application Materials Released

Friday, June 7 - Local Renewal Applications Due to Coordinator

Review the FY19 Timeline for More Information

*Please Note: New, Bonus, and Infrastructure
(HMIS and Coordinated Entry) local applications
have a later release date and due date.*

*The New, Bonus, and Infrastructure local application webinar
is scheduled for Monday, June 24.*

All dates are subject to change,
pending the release of the HUD NOFA.

June Governance Council Meeting: PIT/HIC Review

The next BoS CoC Governance Council meeting is Thursday, June 13 at 10am. **We'll be talking about the Point in Time (PIT) Count and the Housing Inventory Chart (HIC) for the entire Balance of State CoC.**

This is an important conversation for all Local Planning Bodies and we encourage inviting HMIS Administrators and LPB members to this discussion! Materials will be included on the website the week prior to the meeting.

Not registered yet?

**Anyone can attend Governance Council meetings!
You can register [here](#) for this
and all future meetings for 2019.**



Congratulations Manistee, Missaukee, and Wexford Counties!

Manistee, Missaukee, and Wexford Counties celebrated their achievement of effectively ending Veteran homelessness in their communities! Thank you to all who attended!

Your Local Planning Body can reach this goal, too!

Anyone is welcome to become a member of the Veterans Subcommittee of the BoS CoC and hear more about how our CoC is addressing Veteran homelessness across the state.

Contact Subcommittee Chair, Carly Huffman, for more information!



HUD Updates

Coordinated Entry Data Elements

HUD released updated information on standardized data collection for the core components of Coordinated Entry - access, assessment, referral, and prioritization. You can find a copy of this information [here](#). With an official "go live" date of April 1, 2020, expect to receive more information in the coming months!

Listening Session: Connecting Human Trafficking Survivors to Housing Programs

Freedom Network USA, the National Survivor Network, and HUD's Office of Special Needs Programs (SNAPS) will hold a listening session on Tuesday, May 21, 2019 to hear directly from anti-trafficking service providers about the barriers they face in connecting survivors to housing, obstacles to access, and gaps in existing resources. *This listening session is geared towards anti-trafficking service providers,*

however, follow up calls may be geared towards homeless and housing service providers.

Date: Tuesday, May 21, 2019

Time: 2:00 - 3:30 PM EDT

Target Audience: Anti-trafficking service program staff

Register for the listening session.

Space is limited; please register by May 20, 2019. Participants can submit questions through the registration link or by emailing training@freedomnetworkusa.org.



100 Day Challenge Underway!

Manistee, Missaukee, and Wexford Counties accepted the 100 Day Youth Homelessness Challenge!

A group of youth and agency staff from multiple partners within the 3 counties attended the goal-setting Launch event in Conway, South Carolina last month.

The Goal:

In 100 days, 64 unstably housed youth and young adults (14-24 years old) who are unaccompanied and/or head of household will be safely and stably housed. 45% will be identified through McKinney-Vento, Department of Health and Human Services, Community Mental Health, and Juvenile Justice. 55% will be identified through the homeless crisis response system.

This is a great opportunity to learn more about youth homelessness and how to reach goals that push us out of our comfort zones and on our way to effectively ending youth homelessness!

Stay tuned for more updates from this exciting initiative!



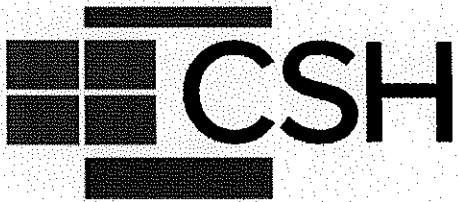
AmeriCorps Program Applications Available!

MCAH is now accepting host site applications for Michigan's Campaign to End Homelessness AmeriCorps Program for the 2019-2020 service year!

Watch this recorded webinar for an introduction to the AmeriCorps program, including member service activities and key program policies.

You can click [here](#) to download the request for proposals.

Applications are due no later than Friday, May 24.
Contact Kelli Beavers for additional information.



Successful Supervision: Overseeing Housing Case Management

Attention all supervisors of service providers! Registration is open for our course on Successful Supervision of Housing Case Managers. Topics include: management through a trauma-informed lens, best practices for hiring and retaining staff, structuring supervision meetings, crisis planning, and tracking outcomes.

Supervising Housing Case Managers: May 28, 2-3:30 pm ET

Supervision Meetings: June 4, 2-3:30 pm ET

Staff Hiring, Retention, and Recognition: June 11, 2-3:30 pm ET

Tracking Data: June 18, 2-3:30 pm ET

Policies, Procedures, & Safety Planning: June 25, 2-3:30 pm ET

You can register for the course [here](#)!



Housing Quality Standards (HQS) Training

NEW DATES ADDED!

MSHDA is pleased to offer HQS training opportunities! If you are interested, please email Ann Mueller (MSHDA Resource Specialist) to reserve your spot at one of the following locations:

Detroit - May 22-23
Grand Rapids - May 29-30

Opportunities to Connect with the BoS CoC

Local Planning Body (LPB) visits from the BoS CoC Coordinator

Christina Soulard, BoS CoC Coordinator,
is planning visits to LPBs in 2019 and offering presentations
and training options on a variety of topics.

If your LPB is interested in a visit,
please follow this link to complete a survey!

Check out the latest updates on the BoS CoC website!

- The Meetings page is updated with information about this week's Governance Council meeting
- Be sure to visit the Resources page for the OrgCode training and Q&A session recordings (plus other great materials for your staff and community!)

Watch this space for regular website updates!

BoS CoC Committees Need You!

The BoS CoC has multiple Committees that are always in need of new members. **Anyone can be a Committee member!**

Want to be a part of something more?

Help influence BoS CoC policy and performance?

Make a greater difference for your Local Planning Body or Region?

Join a Committee!

Visit the BoS CoC website for more information about Committees, plus contact information for Committee Chairs.

Miss last month's Governance Council Meeting?

You can register to attend or catch a previous recording of the monthly Governance Council meeting on the BoS CoC website. You'll also find agenda, minutes, and links to any other information shared!

Upcoming Events

FY19 HUD CoC Renewal Project Local Application Webinar:

- Monday, May 20 at 1:30pm
- For permanent housing projects awarded in the FY18 HUD CoC competition
- You can register here to attend!

Performance and Outcomes Committee Meeting:

- Wednesday, May 22 at 9am
- You can register here to attend!
- Please contact Committee Chair, Alice Stone, with any questions.

Finance Committee Meeting:

- Friday, May 24 at 9am
- You can register here to attend!
- Please contact Committee Chair, Denise Cornelius, with any questions.

Christina Soulard
Coordinator, Balance of State Continuum of Care
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Thu, May 16, 2019 at 11:23 AM



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550 5.2.1 https://support.google.com/mail/?p=DisabledUser_y18sor8311541ita.2 - gsmt



BoS CoC Weekly Update: 7/10/19

14 messages

MIBOSCOC Coordinator <coordinator@miboscoc.com>

Wed, Jul 10, 2019 at 1:18 PM

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**MICHIGAN
BALANCE OF STATE
CONTINUUM OF CARE**



Your Weekly Balance of State CoC Update

FY19 HUD CoC Competition is Open!

The FY19 HUD CoC Competition is open and the Notice of Funding Availability (NOFA) is available for review.

Click here for more information from HUD on this announcement.

The BoS CoC has the opportunity to gain funding through any successful Bonus Project applications (including projects designed to serve Domestic Violence populations).

Is your agency interested in applying for HUD CoC funding?

Any agency that meets HUD eligibility is able to apply for New Projects and Bonus Projects.

New, Bonus, and Infrastructure (HMIS, Coordinated Entry) local applications will be made available on the BoS CoC website on Friday, July 19.

New, Bonus, and Infrastructure Local Applications
Deadline: Friday, August 16 at 5pm

Want to learn more?

New, Bonus, and Infrastructure Local Application Webinar
Friday, July 19 at 10am

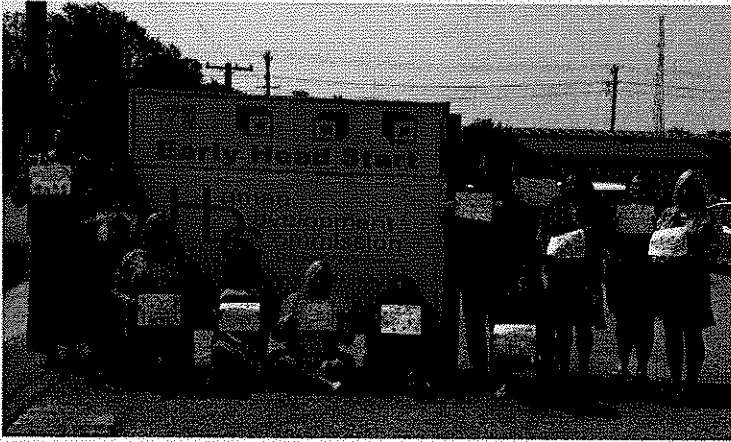
This webinar will be recorded
and posted to the BoS CoC website.

You can register here!

*See the BoS CoC website for all updated information,
including an updated timeline for the local process
and all actions completed by the CoC and its applicants.*

Reminder: BoS CoC Governance Council Meeting Tomorrow!

You can find all meeting materials posted on the BoS CoC website. You can register here!



Week of Action: Giveaway!

*Congratulations to our winners at the
Human Development Commission!*

Help your agency or team show its support for affordable housing!
The BoS CoC is hosting a giveaway of items that you can
display at your agency or office (or give to those you serve!)
that says you support more affordable housing.

To Enter:

1. Take a picture of yourself or your team with a sign that says,
"I Support Affordable Housing Because _____"
and fill in the blank with your reason for more affordable housing.
2. Email the picture to the BoS CoC Coordinator.

**Prizes are still available and pictures will be shared
as part of our weekly email updates!**



Your Voice is Needed!

Rural-Focused Tools and Products from HUD

HUD is seeking feedback from rural communities to determine which
tools and products they will develop next. Michigan needs complete
representation on this opportunity - this includes you!

Fill out this short survey and email it here.
Don't delay - responses are needed by Friday, July 12!



HUD Funding Announcements

Visit the links below to find out more information about these recent HUD Notice of Available Funding (NOFA) announcements!

Specialized Housing and Services for Victims of Human Trafficking NOFA

- Technical Assistance Application - Due August 30, 2019
- Program Application - Due October 30, 2019
- Eligible Applicants: State, county, city, or township governments; Special district governments; Public and state controlled institutions of higher education; Native American tribal organizations (other than Federally recognized tribal governments); Nonprofits having a 501(c)(3) status with the IRS (other than institutions of higher education); Private institutions of higher education; For profit organizations other than small businesses; Small businesses

FY 2019 Mainstream Voucher Program NOFA

- Application - Due September 5, 2019
- Eligible Applicants: Public Housing Authorities, Indian Housing Authorities



Homeless Summit Registration Open! *Wednesday, October 2 - Thursday, October 3* *Blue Water Convention Center, Port Huron*

Registration is now open for the 2019 Homeless Summit. From now to July 31, you can register at the early bird rate of \$150! There is also a block of rooms reserved at the on-site hotel, Doubletree by Hilton. You can secure your room using this link. Contact Becky Search with any questions.

You can register here to attend!

Seeking Nominations for the

Carla Javits Award

The Carla Javits award honors the hard work and commitment of a dedicated individual who embodies the defining characteristics possessed by the people and organizations that are immersed in Michigan's Campaign to End Homelessness. This award is given out each year at the Summit to a deserving member of the Campaign as an acknowledgement of exemplary work being done to help Michigan reach its goal of ending homelessness.

You can complete this nomination form and submit it to Becky Search!
All nominations are due no later than Friday, August 9.

Save the Date! **3rd Annual HIV and Housing Summit**

Wednesday, November 6, 2019
8am to 4:30pm

Suburban Collection Showplace - Novi, MI

More details coming soon!



Join the HMIS End Users Meeting - Exclusively for Balance of State!

The HMIS Users and Agency Administrators Meetings are monthly discussions between MCAH and Balance of State members. The meetings cover important topics like system and policy updates, best practices, local activities, and more!

*Data reporting and analysis is only growing in importance
for all Local Planning Bodies and service providers.
Make sure you and your team stay on top of the
latest news and updates!*

Register here today!



Registration Open!
2019 NHSDC Fall Conference
October 15-17, 2019
Austin, TX

The National Human Services Data Consortium (NHSDC) is a collaborative organization that understands the importance of data quality and the value of using valid and reliable data for community planning and performance measurement. NHSDC has worked for over 13 years to deliver conferences that allow Homeless Management Information System (HMIS) professionals to share ideas, current challenges, and best practices while developing a critical network of peer support.

The fall conference is a three day event with a pre-conference institute and two main conference days. NHSDC will provide high-quality content through their normal solicitation process. HUD will offer a half-day pre-conference institute and 8 sessions during the conference on key topics and issues that are featured in the SNAPS Data TA Strategy.

*This is a great opportunity for HMIS Agency and System Administrators to hear about national best practices regarding data, monitoring, and reporting!
Click [here](#) for more information about registration!*



Best Practices for Setting Up and Completing the CAPER

Tuesday, July 30 at 1pm EST

You must have a HUD Exchange account to register.
Follow these instructions for registering, then register [here](#).

HUD is pleased to announce a webinar on the best practices for setting up and completing the Consolidated Annual Performance and Evaluation Report (CAPER) in the eCon Planning Suite. The webinar is currently scheduled to take place on July 30, 2019, at 1:00 PM EDT.

This 90-minute webinar will focus on:

- The process, requirements, and best practices for setting up and completing the CAPER in the eCon Planning Suite
- The relationship the CAPER has with the Strategic Plan, the Annual Action Plan (AAP), and other Activity Accomplishment screens of Integrated Disbursement and Information System (IDIS)
- An overview of steps grantees must take prior to creating the CAPER template

Participants will have opportunities to submit questions to HUD and technical assistance providers.

MDHHS Housing and Homeless Services Training E-Bulletin

Click [here](#) for the latest training e-bulletin from MDHHS!
If you'd like to be added to the mailing list for these announcements, contact Jeanine Yard, Training Coordinator for the MDHHS Housing and Homeless Services Division.



Introduction to Fair Housing July 18 at 3:00PM ET

Fair Housing is the right for all people to live wherever they choose, to have access to housing (seek, purchase, sell, lease or rent) and enjoy the full use of their homes without unlawful discrimination, interference, or intimidation.

Join CSH for a live webinar on Fair Housing on July 18 at 3:00PM ET where we will define Fair Housing key concepts, describe practical applications of Fair Housing in Supportive Housing, and identify significant regulations and laws that address Fair Housing.

[Click here for details on how to register](#)

Billing Medicaid for Supportive Housing Services Two-Part Series + Office Hours What You Need to Know

Learn about the current role of Medicaid in supportive housing and community integration. For supportive housing providers, this **two-part webinar series** outlines general steps for billing Medicaid for services and includes a self-assessment for agencies interested in accessing those resources.

Part 1, Medicaid 101, July 31, 2-3:30pm ET: Provides a high-level, historical overview of Medicaid while addressing the landscape of Medicaid reimbursement in light of health care policy and Medicaid Expansion. The session will touch on the current climate and upcoming changes proposed by the federal government.

Part 2, Becoming a Medicaid Billing Agency, August 7, 2-3:30pm ET: Helps supportive housing providers identify how to bill Medicaid. Includes an agency self-assessment to guide your exploration.

Office Hours, August 8, 1-2pm ET: After the course sessions are complete, you'll get access to our trainers through office hours where you can ask specific questions about your state or seek additional information.

You can register for the course here!



National Alliance to END HOMELESSNESS

Blog Update: The 2019 NOFA is Here!

Last week, the U.S. Department of Housing and Urban Development (HUD) posted the 2019 CoC Notice of Funding Availability (NOFA).

The programs funded by this NOFA continue to be the most important tools for building local systems that identify everyone who becomes homeless, keeps them safe, and helps them get back into housing quickly.

Read the Alliance's analysis of this year's NOFA >>>

Affordable Housing - Get the Facts

In recent weeks, there's been increasing urgency and attention to the nation's affordable housing crisis. The release of the National Low Income Housing Coalition's new Out of Reach report adds new context on this national emergency. What is the extent of this crisis, and how does it affect our work to end homelessness? Check out resources from the Alliance and our partners to learn more.

Read the 2019 Out of Reach Report >>>

Learn more about the need for affordable housing >>>

Check out the latest updates on the BoS CoC website!

- A new page is available for Local Planning Bodies! Resources include worksheets for guided discussion and infographics.

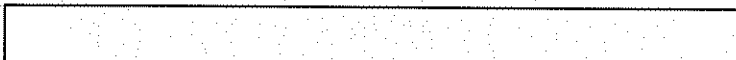
Watch this space for regular website updates!

Opportunities to Connect with the BoS CoC

Local Planning Body (LPB) visits from the BoS CoC Coordinator

Christina Soulard, BoS CoC Coordinator, is planning visits to LPBs in 2019 and offering presentations and training options on a variety of topics.

If your LPB is interested in a visit, please follow this link to complete a survey!



BoS CoC Committees Need You!

The BoS CoC has multiple Committees that are always in need of new members. **Anyone can be a Committee member!**

Want to be a part of something more?

Help influence BoS CoC policy and performance?

Make a greater difference for your Local Planning Body or Region?

Join a Committee!

Visit the BoS CoC website for more information about Committees, plus contact information for Committee Chairs.

Miss last month's Governance Council Meeting?

You can register to attend or catch a previous recording of the monthly Governance Council meeting on the BoS CoC website. You'll also find agenda, minutes, and links to any other information shared!

Upcoming Events

Governance Council Meeting:

- Thursday, July 11 at 10am
- You can register here to attend!

Domestic Violence Subcommittee Meeting:

- Thursday, July 11 at 12:30pm
- You can register here to attend!
- Please contact Coordinator, Christina Soulard, with any questions.

Finance Committee Meeting:

- Monday, July 15 at 10am
- You can register here to attend!
- Please contact Chair, Denise Cornelius, with any questions.

HUD CoC Application and Evaluation Committee Meeting:

- Monday, July 15 at 1pm
- You can register here to attend!
- Please contact Chair, Lori Pieri, with any questions.

HUD CoC - New, Bonus, and Infrastructure Applications Webinar:

- Friday, July 19 at 10am
- You can register here to attend!
- Please contact Coordinator, Christina Soulard, with any questions.

Christina Soulard
Coordinator, Balance of State Continuum of Care
miboscoc.com

Ph: 517.241.0876
Alt. Email: soulardc@michigan.gov

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: coordinator@miboscoc.com

Wed, Jul 10, 2019 at 1:18 PM



FY 2019 HUD CoC Program Competition: *Local Competition Overview*

The Balance of State Continuum of Care (Continuum) invites applications under HUD's FY 2019 Continuum of Care (CoC) Program for renewal, new, and bonus projects at this time. The opening of this local competition for projects serving Michigan's Balance of State counties is in accordance with the Notice of Funding Availability (NOFA) for the 2019 Continuum of Care Program by the U.S. Department of Housing and Urban Development.

CoC PROGRAM PURPOSE AND OBJECTIVES

The purpose of the CoC Program as established by the U.S. Department of Housing and Urban Development (HUD) is to:

- Promote community-wide commitment to the goal of ending homelessness
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- Promote effective utilization of mainstream programs by homeless individuals and families
- Optimize self-sufficiency among individuals and families experiencing homelessness
- Provide funding to support the CoC structure and process

FY 2019 CoC APPLICATION TIMING

At this time, the Continuum will concurrently consider both renewal project applications as well as new projects (from reallocated funding) and bonus projects. These instructions and applications are published on the Continuum website.

The Continuum will submit one collaborative "Continuum of Care Application" for 2019 - the portion of the Continuum's application that reflects community-wide planning and performance. The score received for this application will be applied to funding requested for FY 2019 funds. It is expected that by September 30, 2019, the Continuum will submit completed HUD Project Applications and Priority Listings for the FY 2019 CoC Program competition. A more detailed timeline can be found on page 10 of this document.

HUD FUNDING AMOUNT

For FY 2019 renewal projects, the Continuum is eligible to apply to HUD for the Annual Renewal Demand (ARD). The ARD is the total sum of all renewal projects eligible for renewal. This amount will be shared once it is confirmed by HUD.

HUD will continue to require projects be ranked in two (2) tiers representing financial thresholds. It is possible that lower scoring Collaborative Applicants will not have all projects ranked in the second tier funded. CoC Planning is not ranked again this year, and therefore the funds are not included in either Tier.

Any agency interested in voluntarily reallocating funding to better reach the goal of ending homelessness is encouraged to create a new project that will better achieve that goal. The types of new projects allowed are outlined in the *FY 2019 NOFA FR-6300-N-25* (<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>). These are: new permanent supportive housing projects that serve chronically homeless individuals and families, or meet the criteria of "DedicatedPLUS"; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness, residing in a transitional housing unit within a joint RRH/TH project; or receiving services through a VA funded homeless assistance program; new projects for dedicated HMIS; or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems; and Joint Transitional Housing and Rapid Re-Housing (TH and RRH). (See page 7 of this document for more detail.)

Depending on funding availability, more than one PH Bonus project may be submitted to HUD by the CoC. Allowable Bonus Projects are the same as noted above and are defined in the NOFA section V.B.3 (page 29 of the NOFA) .

For the second year in a row, HUD made available additional Bonus funding specifically for Domestic Violence (DV) projects. The FY 2019 HUD Appropriations Act provides up to \$50 million nationally for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking". CoCs are able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry. See page 7 of the NOFA for more details.

Additionally, existing renewal projects may apply as a Transition Grant (changing from one component type to another component type) or complete a Consolidation (consolidating two or more projects from the same recipient with the same component type). Renewal projects can also apply as an Expansion to add funding to grow their renewal projects without being required to submit the existing project for reallocation as a new project. In all cases, interested applicants should complete the renewal application for their existing project as well as a new project application for the additional amount or the change they seek. If both are approved and submitted to HUD by the Continuum, and HUD awards both grants, HUD will merge both requests into the one existing project after the conditional award has been granted. See pages 8, 18, and 20 of the NOFA for more details.

Agencies wishing to reallocate and apply as a new project or wishing to submit a bonus project application have the ability to do so at this time. All agencies considering applying for a new project should familiarize themselves with HUD threshold requirements that can be found in the FY 2019 NOFA on <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

HUD PROJECT SELECTION PRIORITIES

Given the limited availability of funding, HUD asks communities to ensure CoC resources are used in the most strategic way possible.

HUD's Homeless Policy and Program Priorities this for the FY 2019 are as follows, not in order of importance:

- Ending Homelessness for All Persons
- Creating a Systemic Response to Homelessness
- Strategically Allocating and Using Resources
- Using an Evidence-Based Approach
- Increasing Employment
- Providing Flexibility for Housing First with Service Participation Requirements

Communities receiving higher scores on the FY 2019 CoC Application will be in the strongest position to have Tier 2 projects and PH Bonus projects funded. The selection process will seek to maximize the community's ability to secure and retain funds by ranking projects in line with HUD priorities. To receive priority ranking, any submitted Bonus Project application (including Domestic Violence Bonus Projects) must:

- demonstrate coverage for all of the Balance of State in accordance with data-identified need or
- use data to prove a designated area of high need in comparison to the rest of the Balance of State and for which the proposed project will provide resources in accordance to the need.

DEVELOPMENT OF LOCAL PRIORITY LISTING

The Continuum's HUD CoC Application and Evaluation Committee is responsible for reviewing all applications and making funding recommendations to the Governance Council for approval. The committee is responsible for determining ranking, or Priority Listing, of the HUD CoC projects to be included in the application.

Further information regarding eligible applicants and projects; grant terms; and project evaluation criteria and ranking is detailed in subsequent sections of this document. Local priorities will focus on funding for permanent housing programs and infrastructure that are essential to helping people experiencing homelessness obtain permanent housing as quickly as possible and with appropriate levels of services to support housing stability, as well as building available housing resources for target populations.

The HUD CoC Application and Evaluation Committee currently consists of representatives from the following organizations: Capital Area Community Services, Chippewa-Luce-Mackinac Community Action Agency, Community Action of Alger/Marquette, HOME of Mackinac County, Homeless Action Network of Detroit, Housing Services Mid Michigan, Lakeshore Housing Alliance, Michigan State Housing Development Authority, and Northwest Michigan Community Action Agency.

Further information regarding eligible applicants and projects; grant terms; and project evaluation criteria and ranking is detailed in subsequent sections of this document.

PROJECT MATCH REQUIREMENTS

All eligible funding costs except leasing must be matched with no less than a 25% cash or in-kind match. Project administration must be matched. For further information, see 24 CFR 578.73.

REQUEST FOR PROPOSAL SUBMISSION

Applicants must submit to the Continuum a completed Local Application Form in the manner detailed below. Further, for an application to be considered complete, an applicant must also submit a project application via HUD's eSNAPS system (see #2 in this section).

- 1) Local Application Form. Applicants are to complete the Local Application Form electronically. Handwritten forms will not be accepted. The form is locked, meaning answers must be contained within the space allowed. Click inside the boxes to respond, and tab to move to the next required field. To check a box, simply click inside the shape.

All questions within the application pertaining to data or outcomes reference either the Annual Performance Report (APR) or CAPER in HMIS, or funding tracked in eLOCCS. Applicants should use reports for the last completed funding year for the project. Projects that had not completed a full year of operation by this application due date will submit reports for the last completed funding year on a similar project. Domestic Violence service providers should use data from a system comparable to HMIS.

E-mail the completed application and all required attachments to coordinator@miboscoc.com. You will receive a reply confirming the application was received. Please note this response confirms receipt only. No review will have occurred at this point.

Local Application forms are to be saved as Word Documents or saved pdf documents. Files should be saved by the name: "AgencyNameProjectNameLocal19" wherein the Agency and Project names should be inserted where indicated.

- 2) eSNAPS. In addition to the Local Application, Project Applications (formerly known as Exhibit 2) are required be entered into the electronic grants management system managed by HUD's Office of Special Needs Assistance Programs known as eSNAPS. If the agency is new to eSNAPS or if there are staff within the agency who require access, guidance is available on the following HUD website: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

On this site, you will find guidance on:

- Navigating the eSNAPS site
- Adding/Deleting users in eSNAPS
- Obtaining a DUNS number and System Award Manager (SAM) registration

- Ensuring the agency's Code of Conduct is current and posted to the HUD website
- eSNAPS Application forms are to be saved as Word Documents or saved pdf. documents (no scanned documents) should be submitted. Files should be saved by the name: "AgencyNameProjectNameES19" wherein the Agency and Project names should be inserted where indicated.

RENEWAL APPLICATION DEADLINE: 5:00 P.M., FRIDAY, JUNE 7, 2019

**NEW, BONUS, INFRASTRUCTURE APPLICATION DEADLINE:
5:00 P.M., FRIDAY, August 16, 2019**

Late applications will not be accepted.

SIGNATURE

An original signature is not required, but the name and title of the authorized representative must be included on the application.

The Continuum reserves the right to request additional information, as determined necessary, to review any application. All information submitted through this solicitation becomes the property of the Continuum.

QUESTIONS

Please direct questions regarding this application opportunity to:

Christina Soulard
517.241.0876
coordinator@miboscoc.com

There is no guarantee of reply for Renewal Application inquiries made after 5:00 p.m., Wednesday, June 5, 2019. There is no guarantee of reply for New, Bonus, or Infrastructure Application inquiries made after 5:00 p.m., Wednesday, August 14, 2019.

IMPORTANT NOTICE

Applicants are strongly encouraged to review eSNAPS requirements well in advance of the application deadline as there are items (e.g. changing the Authorized Representative) that may require additional processing time.

Further, applicants are strongly encouraged to review HUD's Notice of Funding Availability (NOFA) for the FY 2019 CoC Program Competition and other resources referenced in this document. This document is not intended to serve as a substitute for HUD's NOFA or the CoC Program Interim Rule.

ELIGIBILITY INFORMATION

The CoC Program Interim Rule (24 CFR Part 578) provides detailed information about allowable activities, documentation requirements, and other regulatory requirements with which applicants should be familiar. HUD's FY 2019 NOFA further restricts allowable activities and sets additional requirements. The Interim Rule and NOFA will govern use of all grant funds applied for under this solicitation. Requirements summarized here are not all inclusive. Applicants are strongly encouraged to review the Interim Rule and NOFA directly and in detail.

ELIGIBLE PROJECT APPLICANTS

- Include Continuum member agencies that meet the CoC Program definition of eligible applicant per 24 CFR 578.15 (i.e. nonprofit organizations, States, local governments, or instrumentalities of State or local governments), and public housing agencies, as such term is defined in 24 CFR 5.100. Per the CoC Program Interim Rule, for-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.
- Must have a DUNS number and be registered in the System for Award Management (SAM), formerly Central Contractor Registration (CCR).
- Must meet all statutory and regulatory requirements in the McKinney–Vento Homeless Assistance Act, as amended, and CoC Program Interim Rule.

Renewal Applicants

- Must have a signed CoC Program grant agreement with HUD that will expire between January 1, 2019 and December 31, 2019 for the project for which funds are requested. (Note: Prospective applicants are responsible for knowing when grant terms expire and must anticipate when to apply for renewal funding. If an applicant fails to apply for a renewal in the appropriate year, it will not be eligible for renewal in the next funding competition.)
- May not request more for each renewing project than the FY 2019 Annual Renewal Amount approved by HUD for that project.

ELIGIBLE PROJECTS

Renewal Projects

- Must be included on the Grant Inventory Worksheet (GIW) accepted by HUD as part of the FY 2019 CoC Program registration process.
- May not request total funding in excess of the Annual Renewal Amount approved by HUD for that project in the renewal application. Any additional funding requested must be done through a new project application.
- Are renewable as set forth in 24 CFR 578.33 of the interim rule to continue on-going leasing, operating, supportive services, rental assistance, HMIS, and project administration costs.

New Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for:

- Permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section III.C.2.g. (page 17) of the NOFA or new permanent supportive housing projects where 100% of the beds are dedicated to chronic homelessness;
 - Rapid re-housing projects created for individuals, families, including unaccompanied youth who meet the following criteria: a) residing in a place not meant for human habitation, b) residing in an emergency shelter, c) persons meeting the criteria of category 4 of the definition of homelessness (including fleeing or attempting to flee domestic violence), d) residing in transitional housing funded by a Joint TH and PH-RRH component project, and e) receiving services from a VA-funded homelessness assistance program who are experiencing homelessness and who enter directly from the streets or emergency shelter.
 - Joint TH and PH-RRH projects as defined in Section III.C.2.n. (page 18) of the NOFA to serve homeless families and individuals by offering both components and allowing for participant choice.
 - Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and is listed on the HMIS Lead form in the CoC Applicant Profile in eSNAPS.
 - Supportive services only project to develop or operate a new centralized or coordinated assessment system.
- May only be created through reallocation of dollars from existing CoC Program-funded projects.

Permanent Housing Bonus Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for the first three types of allowed projects listed above under "New Projects".
- New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD in Section V. of the NOFA.
- More than one Bonus project may be submitted by the Continuum for FY 2019 funding.

Domestic Violence (DV) Bonus Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for:
 - Rapid Re-housing (PH-RRH) projects.
 - Joint TH and PH-RRH component projects as defined in Section III.C.2.n (page 18) of this NOFA.
 - SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or 3 stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different)

- CoC may apply to expand an existing renewal project in accordance with Section V.B.3.a.5.b (page 31) of the NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.
- DV Bonus projects will be reviewed for eligibility and threshold requirements and will be selected based on the CoC Application score plus other criterion specified in Section II.B.10.e (page 11) of the NOFA.

GRANT TERM

All renewal project applications, including rental assistance, are limited to 1-year grant terms and 1-year of funding. The initial grant term for new projects created through reallocation can vary. Refer to the NOFA for detailed information (Section V, page 24).

PROJECT REVIEW AND RANKING

All applicants/projects must meet basic threshold requirements. The Continuum reserves the right to reject any application that is not consistent with the CoC Program Interim Rule and/or the FY 2019 NOFA.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Application Review Criteria identified in the FY 2019 NOFA. The specific criteria that will be used are reflected in the New and Bonus Project Application and Scorecard.

PROJECT RANKING

Once applications are reviewed and scored using the above-described criteria, projects will be ranked by score and HUD Policy Priorities. Adjustments may be made to the rankings to:

- Maximize funds for projects identified in Tier I.
- Ensure adequate resources for system infrastructure by ranking HMIS and Coordinated Entry projects within Tier I.

RESOURCES

Document Name	Document Link
FY 2019 CoC Funding Process Opening Announcement	https://www.hudexchange.info/news/the-fy-2019-coc-program-competition-opening-and-updates/
FY 2019 CoC Program Competition Notice of Funding Availability (NOFA)	https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/

CoC Program Competition: e-snaps Resources	https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/



MI-500 - MICHIGAN BALANCE OF STATE COC FY 2019 HUD COC PROGRAM COMPETITION

Contact Information

MI Balance of State Continuum of Care (BoS CoC):

- Tina Allen (Chair) chair@miboscoc.com (231) 499-1213
- Christina Soulard (Coordinator) coordinator@miboscoc.com (517) 241-0876

HUD Representative:

- Kathleen Hines kathleen.j.hines@hud.gov

Resources

Balance of State CoC Webpage: www.miboscoc.com

HUD CoC Competition Webpage: To be updated upon release of NOFA

ALL DATES ARE SUBJECT TO CHANGE

ACTION	ENTITY RESPONSIBLE	TIMEFRAME/ DUE DATE
FY2019 CoC Program Registration – Changes to Registration Due	Coordinator	3/14/19
SNAPS Office sends GIW (with a copy to BoS CoC project recipients)	HUD	4/8/19
BoS CoC sends reconciled GIW to the HUD local field office	Coordinator	4/17/19
Recruit Project Review Team using guidance from HUD CoC Application and Evaluation Committee	Coordinator and HUD CoC Application and Evaluation Committee	April 2019
Review of current application and scoring methodology	Coordinator and HUD CoC Application and Evaluation Committee	April 2019
Funding priorities recommended	HUD Application and Evaluation Committee	May 2019
RENEWAL APPLICATIONS		
BoS CoC hosts meeting with renewal recipients to review Renewal Application and Scoring (posted to website following)	Coordinator	5/20/19
Renewal Applications are submitted to the Coordinator	Project Recipients	6/7/19
Renewal Applications are assembled and forwarded to HUD CoC Application and Evaluation Committee for review and score	Coordinator	6/10/19
Review and scores for Renewal Applications are completed by the HUD CoC Application and Evaluation Committee	HUD CoC Application and Evaluation Committee	7/12/19

BoS CoC HUD CoC Application and Evaluation Committee meets to review and confirm Renewal project scores and reallocation	HUD CoC Application and Evaluation Committee	7/15/19
BoS CoC Executive Committee reviews Renewal project scores and reallocation	Executive Committee	7/16/19
Notice of project scores and reallocation sent to Renewal Applicants	Coordinator	7/17/19
Deadline for Renewal Application score appeals to be submitted to the Coordinator	Project Recipients/Applicants	7/22/19
Renewal appeals reviewed by HUD CoC Application and Evaluation Committee; response to applicants confirmed	HUD CoC Application and Evaluation Committee	7/25/19
Written notification of Renewal Application score appeals decision provided to project recipients	Coordinator	7/26/19
NEW/BONUS APPLICATIONS		
BoS CoC hosts meeting with applicants to review New/Bonus Application and Scoring (posted to website following)	Coordinator	7/19/19
New/Bonus Applications are submitted to the Coordinator	Project Recipients/Applicants	8/16/19
New/Bonus Applications are assembled and forwarded to HUD CoC Application and Evaluation Committee for review and score	Coordinator	8/19/19
Review and scores are completed by the HUD CoC Application and Evaluation Committee for New/Bonus Applications	HUD CoC Application and Evaluation Committee	8/23/19
BoS CoC HUD CoC Application and Evaluation Committee meets to review and confirm New/Bonus Application scores	HUD CoC Application and Evaluation Committee	8/26/19
BoS CoC Executive Committee reviews New/Bonus Application scores	Executive Committee	8/27/19
Notice of project scores sent to New/Bonus Applicants	Coordinator	8/28/19
Deadline for New/Bonus Application score appeals to be submitted to the Coordinator	Project Recipients/Applicants	9/2/19
New/Bonus Application appeals reviewed by HUD CoC Application and Evaluation Committee; response to applicants confirmed; recommended project ranking	HUD CoC Application and Evaluation Committee	9/3/19
Written notification of New/Bonus Application appeals decision provided to project applicants	Coordinator	9/4/19
ALL APPLICATIONS		
Verification that all HUD Project Applications have been completed and submitted in <i>e-snaps</i> is done	Coordinator	8/19/19
All project applications reviewed in <i>e-snaps</i> for possible error; communication sent to recipients and applicants	Coordinator	8/30/19
BoS CoC Executive Committee reviews recommended project ranking	Executive Committee	9/3/19
Notice of project ranking sent to BoS CoC membership	Coordinator	9/4/19

Project ranking for FY 2019 HUD CoC Program Competition is finalized at September BoS CoC Meeting (posted to website following)	BoS CoC	9/12/19
Drafted BoS CoC application posted to website for review and comment	Coordinator	9/13/19
Project Prioritization is completed in <i>e-snaps</i>	Coordinator	9/16/19
BoS CoC application is completed in <i>e-snaps</i>	Coordinator	9/18/19
Deadline for public review and comment on BoS CoC application	BoS CoC	9/19/19
Final BoS CoC application package is submitted in <i>e-snaps</i> ; shared with BoS CoC project recipients/applicants and posted on BoS CoC webpage	Coordinator	9/30/19



FY2019 HUD COC PROGRAM COMPETITION

RENEWAL PROJECT APPLICATION

Permanent Housing Projects

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Project Type (check one):

- ☐ Permanent Supportive Housing
- ☐ Rapid Re-Housing
- ☐ Joint Transitional Housing / Permanent Housing – Rapid Re-Housing

Renewal Application Option (check one):

- ☐ Standard Renewal (no change from FY18)
- ☐ Consolidation (must complete New Project Application in addition)
- ☐ Transition (must complete New Project Application in addition)
- ☐ Expansion (must complete New Project Application in addition)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

GENERAL PROJECT INFORMATION

1a. Provide a narrative describing the purpose and design of this project. Responses should detail the goals of the project, the target population for the project, and how participants are served within the project. (500 word limit)

Click or tap here to enter text.

1b. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. If the renewing project does not have a completed project year, provide a narrative response based on all completed quarters of the project year. (500 word limit)

Click or tap here to enter text.

1c. Using the chart below, indicate the county or counties served by this project, the number of households planned for service in each county, and the number of households actually served per the last completed project year or all completed quarters of the current project year. If the renewing project does not have a completed project year, indicate the planned number of units per county and the actual number served as of the date of this application.*

County	Planned Households	Actual Number Served
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

Provide an explanation if the number of households planned is less than the actual number served.

Click or tap here to enter text.

2. Has the project had any significant changes since the last funding approval?

Yes/No If "yes", complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons/households served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		

<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: Click here to enter text.		
If change was made, include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

3. Does this project have any subrecipients? If so, please list subrecipients, geographic area of service, number of households to be served, and amount of funding allocated to the subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

SECTION I: Project Effectiveness

4. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at turnover (Dedicated Plus for chronically homeless only).

	Number of Units	
	Dedicated	Dedicated Plus
Veterans	Click here to enter text.	
Chronically Homeless	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	
Youth	Click here to enter text.	
Domestic Violence	Click here to enter text.	

5. Low Barrier

Which of the following will prohibit potential participants from being accepted into this project?	
Having too little or not enough income	<input type="checkbox"/>
Active substance use or history of substance abuse	<input type="checkbox"/>
Having a criminal record (other than for state-mandated restrictions)	<input type="checkbox"/>
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

6. Housing First

Which of the following criteria are used to exit participants from this project?	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Failure to participate in any other activity not typically covered in a lease agreement	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. [Click or tap here to enter text.](#)

7a. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. Did the project take 100% of all referrals from the Coordinated Entry System in the past project year? Yes/No

7b. Within the last complete project year, how many referrals from the Coordinated Entry System were received by this project? How many referrals from the Coordinated Entry System were ultimately not served by this project? What was the rationale for not serving these referrals? (500 word limit)

[Click or tap here to enter text.](#)

8. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

[Click or tap here to enter text.](#)

Efficient Use of Funding

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

9. What was the project's unit utilization rate? Please use the last completed project year or all completed quarters from the current project year. (Average of Utilization Rate – Point-in-Time Count of Households on Last Wednesday in APR Q8b [or for Persons, Q7b]; see Detailed Instructions)

[Click here to enter text.](#)

10. Does the applicant anticipate unexpended project funds at the expiration of the current project year? Yes/No

If yes, how much? [Click or tap here to enter text.](#)

11. In the last 3 years, did the applicant have any unexpended funds for any BoS CoC HUD CoC project – regardless of project type – at the expiration of the project year? (Please exclude the most recent project year for the project that is the subject of this renewal application. This information will be received in question 12.) Yes/No

If yes, how much? (Note HUD CoC Competition year and project name)

Click or tap here to enter text.

12. Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application. **Documentation of the eLOCCS balance is required as an attachment to this application.**

a. Total amount authorized within eLOCCS	Click here to enter text.
b. Remaining balance in eLOCCS	Click here to enter text.
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	Click here to enter text.

13. Were drawdowns made to eLOCCS at least quarterly? **Yes/No**

If drawdowns did not occur at least quarterly, what does the applicant intend to improve through the next project year to address this requirement?

Click or tap here to enter text.

14. It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with low utilization rates and significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

If this project was not fully utilized or expended, will the applicant voluntarily reallocate at least a portion of the project? If so, what portion of funding and service area would the applicant choose to retain and serve as effectively as possible?

If the applicant does not wish to voluntarily reallocate, describe how this project will improve utilization and/or drawdowns to the benefit of the community or communities served. (500 word limit)

Please note: Voluntary reallocation may result in additional application materials requested by the HUD CoC Application and Evaluation Committee. Refer to the Renewal Detailed Instructions and Voluntary Reallocation Consideration Guide for more information.

Click or tap here to enter text.

HMIS Participation

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

15. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values from the last completed project year or all completed quarters from the current project year (APR Q06):

Data Quality Element APR 6a.-6d.			
Number of elements with 5% or less null or missing values			
DQE 6a.	DQE 6b.	DQE 6c.	DQE 6d.
Choose an item.	Choose an item.	Choose an item.	Choose an item.
Total the numbers above, divide by 16, multiply by 100 for a percent: Click here to enter text.			

Optional narrative: Click or tap here to enter text.

HUD Monitoring

16a. Does the recipient have any HUD monitoring findings in any of the applicant's projects? **Yes/No**

If yes, explain below findings in detail for the HUD CoC Application and Evaluation Committee. Include details on the nature of the finding, resolution and corrective actions taken, if any.

Click here to enter text.

16b. Has the applicant been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, applicant's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, provide most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, applicant's response to any findings, documentation from entity that finding or concern has been satisfied, and any other relevant documentation.

Impact on Homelessness

17. Is this project the only CoC funded project with dedicated beds to a particular target population?
Answered by the HUD CoC Application and Evaluation Committee based on all applications submitted for this NOFA.

18. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available:

Would this project accept additional funds? ☐ Yes ☐ No

How would additional households be served with these funds?

Click here to enter text.

19. Is the applicant (or identified subrecipient[s]) a member of the Local Planning Body or Bodies served by this project? Yes/No

Complete the "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project (one form per Local Planning Body).

Serving High Need Populations – PERMANENT SUPPORTIVE HOUSING PROJECTS ONLY

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

Using data from the last completed project year or all completed quarters from the current project year, provide responses to the questions below.

20. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR Q18. Value for Adults with No Income at Start divided by Total Adults):

Click here to enter text.

21. What percentage of the households served met "hard to serve" criteria defined as having two (2) or more physical or mental health conditions known at start/entry (APR Q13a2. add totals for two and three or more conditions, then divide by total):

Click here to enter text.

22. What percentage of the households served were chronically homeless? (APR Q26a. divide total chronically homeless by total households):

Click here to enter text.

Section II. Project Performance

Performance Data

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

Using data from the last completed project year or all completed quarters from the current project year, provide responses to the questions below.

Permanent Support Housing Projects:

23. Length of Stay: Calculate the percentage of leavers that remained in the project more than 180 days (APR 22a1)

Click here to enter text.

24. Exits to Permanent Housing: Calculate the percentage of participants who remained in the project or exited to permanent housing destinations. (Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b + Stayers Q05a/ [Total Served Q05a – Excluded Q23a + Q23b])

Click here to enter text.

25. New or Increased Income and Earned Income

a. What percent of project stayers had new or increased earned income within the project year? (APR 19a1)

Click here to enter text.

b. What percent of project stayers had new or increased other (non-employment) income within the project year? (APR 19a1)

Click here to enter text.

c. What percent of project leavers had new or increased earned income within the project year? (APR Q19a2)

Click here to enter text.

d. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR Q19a2)

Click here to enter text.

Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects:

23. Length of Stay: Calculate the percentage of participants that took 30 days or less from project entry to lease up. (CAPER 22C)

Click here to enter text.

24. Exits to Permanent Housing: Calculate the percentage of participants who exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations* APR Q23a + Q23b / [*Total Leavers* Q05a – *Excluded* Q23a + Q23b])

Click here to enter text.

25. New or Increased Income and Earned Income

a. What percent of project leavers had new or increased earned income within the project year? (APR 19a2)

Click here to enter text.

b. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR 19a2)

Click here to enter text.

Financial Information

PROJECT BUDGET

Complete the chart below for all funds associated with this project.

If this project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Leasing					
Rental Assistance					
Supportive Services					
Operating Costs		+		=	
HMIS					
Project Administration (up to 10%, follow GIW)					
Total Project Cost					

Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include:

- ☐ #1: Annual Progress Report (APR) for the project's most recent completed contract year, *or* all completed quarters from the current contract year.
- ☐ #2: Line of Credit Control System (LOCCS) report showing drawdowns and final balance
- ☐ #3: FY19 LPB Acknowledgement Form for each Local Planning Body served by this project
- ☐ #4: Project Application submitted in *e-snaps*
- ☐ #5: Documentation of all match

Each applicant must include one of the following two (#6):

- ☐ Monitoring report from US Department of Housing and Urban Development (HUD)
- ☐ Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

If relevant include (#7):

- ☐ A: Organization's response to any findings
- ☐ B: Documentation from HUD (or other entity) that the finding(s) or concern(s) has been satisfied
- ☐ C: Any other relevant documentation
- ☐ D: Written communication to HUD requesting the significant change indicated in question 2.
- ☐ E: HUD's written approval of the change requested in question 2.

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section V.C.1.d. of the FY 2017 General Section.
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections* on all units, at a minimum.
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the Renewal Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- **Applicant Profile**
 - Complete information for the project's applicant. For renewal projects, this would be the project recipient (not subrecipients).
- **Project Type**
 - Select the appropriate project type for the renewal project.
 - Permanent Supportive Housing: "Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability." (HUD Exchange)
 - Rapid Re-Housing: "Emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing." (HUD Exchange)
 - Joint Transitional Housing/Permanent Housing – Rapid Re-Housing: "The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach across the entire project and program participants may only receive up to 24-months of total assistance." (FY2018 HUD CoC Program NOFA)
- **Renewal Project Option**
 - Select the appropriate renewal application option. Definitions from the FY2018 HUD CoC Program NOFA.
 - Standard renewal: No project changes from the FY2018 project.
 - Consolidation: "The process by which two or more projects that are eligible for renewal in the FY2018 CoC Program Competition apply for funding and are combined into a single renewal project upon award."



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Transition: "The ability of renewal projects to transition from one CoC Program component to another during the CoC Program competition."
- Expansion: "The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area."

Page 2:

- Authorized Representative
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

General Project Information

- 1a. Provide a narrative describing the purpose and design of this project. Responses should detail the goals of the project, the target population for the project, and how participants are served within the project. *(500 word limit)*
 - Outline the purpose of the project and the need it fulfills for the geographic area served, including:
 - Goals of the project
 - Target population for the project
 - How (in what ways) participants are served within the project
 - *Why should this project continue to receive funding?*
- 1b. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. If the renewing project does not have a completed project year, provide a narrative response based on all completed quarters of the project year. *(500 word limit)*
 - Outline project performance from the last completed project year or, if the project does not have a completed project year, all completed quarters for the project year. Answers should include:
 - Review of project goals
 - Performance data associated with these goals
 - *What is the proof that this project is creating positive change for households served?*



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 1c. Using the chart below, indicate the county or counties served by this project, the number of households planned for service in each county, and the number of households actually served per the last completed project year or all completed quarters of the current project year. If the renewing project does not have a completed project year, indicate the planned number of units per county and the actual number served as of the date of this application.
 - Detail the county or counties served by this project, the number of households planned for service in the last completed project year, and the number of households actually served in the same contract year.
 - If the project does not have a completed project year, actual number served will be completed as of the date of the application.
 - Please note this in the narrative space provided.
- 2. Has the project had any significant changes since the last funding approval?
 - Using the chart provided, check the box of each item changed. Under “Previous”, note the amount previously approved for the project. Under “New”, note the amount most recently approved for the project. Documentation of change must be included as an attachment to the application.
- 3. Does this project have any subrecipients? If so, please list subrecipients, geographic area of service, number of participants to be served, and portion of funding granted to the subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. This includes:
 - Geographic area of service
 - Number of households planned for service
 - Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 4. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at turnover (Dedicated Plus for chronically homeless only).
 - If the project is dedicated to serving specific populations as listed in the chart, note the number of units dedicated to each population. Projects can also have Dedicated Plus units for chronic homelessness only. More information on Dedicated Plus can be found here (<https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/>).



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 5. Low Barrier
 - Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 6. Housing First
 - Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 7a. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. Did the project take 100% of all referrals from the Coordinated Entry System in the past project year?
 - Select yes if the project serves only households referred by the Coordinated Entry System implemented in the geographic area of service.
 - Select no if the project serves households identified outside the Coordinated Entry System implemented in the geographic area of service.
- 7b. Within the last complete project year, how many referrals from the Coordinated Entry System were received by this project? How many referrals from the Coordinated Entry System were ultimately not served by this project? What was the rationale for not serving these referrals? (500 word limit)
 - Responses will include the following:
 - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service
 - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service but not served by the project
 - Detail why referrals were not served by the project (the rationale)
- 8. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)
 - Detail how the project is assured of receiving a prioritized household for service. Use language from the Local Planning Body's prioritization process/policy as support.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

Efficient Use of Funding

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 9. What was the project's unit utilization rate? Please use the last completed project year or all completed quarters from the current project year. *(Average of Utilization Rate – Point-in-Time Count of Households on Last Wednesday in APR Q8b [or for Persons, Q7b])*
 - Run an APR for the last completed project year or all completed quarters if the project does not have a completed project year.
 - If the project's proposed service numbers are for households, go to Q8b (Point-in-Time Count for Households on the Last Wednesday) and identify the numbers listed for January, April, July, and October.
 - Divide each total by the number of households proposed for service in this project. An average of the resulting figures will provide the project's unit utilization rate.
 - If the project's proposed service numbers are for persons, complete the same steps listed above but use Q7b.
- 10. Does the applicant anticipate unexpended project funds at the expiration of the current project? If yes, how much?
 - Select yes if it is anticipated that the project will not fully expend all available project funds by the end of the current project year.
 - Note the amount that is anticipated to be unexpended at the end of the current project year.
 - Select no if it is anticipated that all project funds will be expended by the end of the current project year.
- 11. In the last 3 years, did the applicant have any unexpended funds for any BoS CoC HUD CoC project – regardless of project type – at the expiration of the project year? *(Please exclude the most recent project year for the project that is the subject of this renewal application. This information will be received in question 12.)* If yes, how much? *(Note HUD CoC Competition year and project name)*
 - In 2017, 2018, or 2019, if the applicant had any BoS CoC HUD CoC projects of any type that had unexpended funds, they should be detailed here. Information includes:
 - Under which HUD CoC Competition year the project was submitted
 - The name of the project
 - The total amount of unexpended funds



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Do not include the current or most recently completed project year for the project that this application covers, as this will be the focus of question 12.
- 12. Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application. Documentation of the eLOCCS balance is required as an attachment to this application.
 - Detail eLOCCS information in the chart provided for the last completed project year or, if the project does not have a completed year, the eLOCCS balance for the project as of the date of the application. This includes:
 - The total amount authorized for the project in eLOCCS
 - The remaining balance shown in eLOCCS
 - The percentage of funding recaptured or unexpended for the project
 - Find this figure by dividing the balance by the total and multiplying by 100 ($\% = [b/a] * 100$)
 - Documentation of eLOCCS balance is required as an attachment.
- 13. Were drawdowns made to eLOCCS at least quarterly? If drawdowns did not occur at least quarterly, what does the applicant intend to improve through the next project year to address this requirement?
 - Select yes if drawdowns were completed by the applicant at least once every 3 months within the project year reviewed in question 12.
 - Select no if drawdowns were not completed at least once every 3 months within the project year reviewed in question 12.
 - If no, outline how the applicant will ensure that drawdowns are completed at least once every 3 months in current and future project years.
- 14. It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with low utilization rates and significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

If this project was not fully utilized or expended, will the applicant voluntarily reallocate at least a portion of the project? If so, what portion of funding and service area would the applicant choose to retain and serve as effectively as possible?

If the applicant does not wish to voluntarily reallocate, describe how this project will improve utilization and/or drawdowns to the benefit of the community or communities served. (500 word limit)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Refer to the “FY19 Voluntary Reallocation Consideration Guide” for additional questions to review related to project capacity and utilization.
- If question 9 had a response of less than 80% and/or questions 10 and 11 were answered yes and question 12 had a percentage of recapture greater than 10%, the applicant can respond to question 14 in one of two ways:
 - Voluntary reallocation – The applicant will decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years. Applicant must detail any changes to the following:
 - Geographic area
 - Project type
 - Population served
 - Funding requested
 - Decline voluntary reallocation – The applicant will outline how it will rapidly increase the utilization of the project and fully expend project funds in current and future project years. Applicant must detail how it will improve the following:
 - Organizational capacity (either applicant or subrecipient)
 - Referral process with Coordinated Entry
 - Staff supportive services skill set (case management)

HMIS Participation

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 15. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values from the last completed project year or all completed quarters from the current project year (APR Q06).
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year. Count the number of data elements in each category that have 5% or less null or missing values:
 - Q06a – Personally Identifying Information (PII) has 6 data elements (Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender).
 - Q06b – Universal Data Elements has 5 data elements (Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition).



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Q06c – Income and Housing Data Quality has 4 data elements (Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit).
- Q06d – Chronic Homelessness has 3 data elements but applicant needs to only select the PH or TH element according to the project type. The ES/SH/Street Outreach is not applicable.
- Add together the number of data elements across all categories that are 5% or less null or missing values, divide the number by 16, and multiply by 100 for the percentage ($\% = [\text{total data elements} / 16] * 100$).

HUD Monitoring

- 16a. Does the recipient have any HUD monitoring findings in any of the applicant's projects?
 - Select yes if the applicant has any findings as a result of HUD monitoring.
 - Provide details on the findings, including:
 - Nature of finding
 - Resolution of finding
 - Any corrective actions taken
 - Select no if the applicant has not had any findings as a result of HUD monitoring.
- 16b. Has the applicant been monitored by HUD in the past 3 years?
 - Select yes if HUD has monitored the applicant at any point in the last 3 years.
 - Include attachments to the application from the HUD monitoring:
 - Monitoring report from HUD
 - Applicant's response to any findings
 - Documentation from HUD that finding or concern has been satisfied
 - Any other relevant documentation
 - Select no if HUD has not monitored the applicant at any point in the last 3 years.
 - Provide the most recent monitoring by an entity other than HUD for federal or state funding (i.e. ESG, CDBG, etc) and include the following as attachments to the application:
 - Monitoring report
 - Applicant's response to any findings
 - Documentation from entity that finding or concern has been satisfied
 - Any other relevant documentation

Impact on Homelessness

- 17. Is this project the only CoC funded project with dedicated beds to a particular target population?



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- No response is required from the applicant. The HUD CoC Application and Evaluation Committee will determine this based on all applications submitted for this NOFA.
- 18. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available, would this project accept additional funds? How would additional households be served with these funds?
 - Select yes if the applicant is willing and able to receive additional funding for this project application.
 - Detail the capacity of the applicant to serve additional households with additional funds.
 - Select no if the applicant is unwilling or unable to receive additional funding for this project application.
- 19. Is the applicant (or identified subrecipient[s]) a member of the Local Planning Body or Bodies served by this project?
 - Select yes if the applicant (or any identified subrecipients) is a member of the Local Planning Body or Bodies in which this project would operate and serve.
 - Attach a completed "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project.
 - Select no if the applicant (or any identified subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Serving High Need Populations

This section of questions is only required for Permanent Supportive Housing project applications.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 20. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR 18. Value for Adults with No Income at Start divided by Total Adults)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q18, locate the "Adults with No Income" line and identify the number from the "Number of Adults at Start" column for that line
 - Locate the "Total Adults" line and identify the number from the "Number of Adults at Start" column from that line



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$)
- 21. What percentage of the households served met “hard to serve” criteria defined as having two (2) or more physical or mental health conditions known at start/entry (*APR 13.a.2. add totals for two and three or more conditions, then divide by total*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q13a2, locate the “2 Conditions” line and the “3+ Conditions” line and identify the corresponding numbers from the “Total Persons” column for both of those lines.
 - Add together both numbers.
 - Locate the “Total” line and identify the number from the “Total Persons” column for that line.
 - Divide the total from the added numbers by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$).
- 22. What percentage of the households served were chronically homeless? (*APR Q26a divide total chronically homeless by total households*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q26a, locate the “Chronically Homeless” line and identify the number from the “Total” column for that line.
 - Locate the “Total” line and identify the number from the “Total” column from that line.
 - Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$).

Section II: Project Performance

Performance Data

This section has questions specific to Permanent Supportive Housing Projects and Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects. Applicants should only respond to the questions that correspond to the appropriate project type.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

Permanent Supportive Housing Projects:



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 23. Length of Stay: Calculate the percentage of leavers that remained in the project more than 180 days (*APR Q22a1*).
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q22a1, locate the “181 to 365 Days” line and identify the number from the “Total” column for that line.
 - Complete this same step for lines with days greater than 180.
 - Add together the identified numbers for all lines indicated.
 - Locate the “Total” line and identify the number from the “Total” column from that line.
 - Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage ($\% = [a/b] * 100$).

- 24. Exits to Permanent Housing: Calculate the percentage of participants who remained in the project or exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b + Stayers Q05a / [Total Served Q05a – Excluded Q23a + Q23b]*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q23a and Q23b, locate the “Total persons exiting to positive housing destinations” lines and identify the numbers in the “Total” column for those lines.
 - In Q05a, locate the “Number of Stayers” line and identify the number for that line.
 - Add together all numbers identified.
 - In Q23a and Q23b, locate the “Total persons whose destinations excluded them from the calculation” lines and identify the numbers in the “Total” column for those lines.
 - Add together both numbers.
 - In Q05a, locate the “Total Number of Persons Served” line and identify the number for that line.
 - From this number, subtract the total from the excluded lines.
 - Divide the total positive housing destinations and stayers number by the result of the formula above. Then multiple by 100 for the percentage ($\% = [a+b+c] / [e-d] * 100$).

- 25. New or Increased Income or Earned Income
 - a. What percent of project stayers had new or increased earned income within the project year? (*APR Q19a1*)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- In Q19a1, locate the “Number of Adults with Earned Income (i.e., Employment Income)” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- b. What percent of project stayers had new or increased other (non-employment) income within the project year? (APR Q19a1)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a1, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- c. What percent of project leavers had new or increased earned income within the project year? (APR Q19a2)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the “Number of Adults with Earned Income (i.e., Employment Income)” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- d. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR Q19a2)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.

Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects:

- 23. Length of Stay: Calculate the percentage of participants that took 30 days or less from project entry to lease up. (CAPER 22C)
 - Run a CAPER for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In 22C, locate the “22 to 30 Days” line and identify the number from the “Total” column for that line.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Complete this same step for lines with days less than 30.
 - Add together the identified numbers for all lines indicated.
 - Locate the "Total" line and identify the number from the "Total" column from that line.
 - Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage ($\% = [a/b] * 100$).
- 24. Exits to Permanent Housing: Calculate the percentage of participants who exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations* $APR\ Q23a + Q23b / [Total\ Leavers\ Q05a - Excluded\ Q23a + Q23b]$)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q23a and Q23b, locate the "Total persons exiting to positive housing destinations" lines and identify the numbers in the "Total" column for those lines.
 - Add together both numbers.
 - In Q23a and Q23b, locate the "Total persons whose destinations excluded them from the calculation" lines and identify the numbers in the "Total" column for those lines.
 - Add together both numbers.
 - In Q05a, locate the "Number of Leavers" line and identify the number for that line.
 - From this number, subtract the total from the excluded lines.
 - Divide the total positive housing destinations number by the result of the formula above. Then multiple by 100 for the percentage ($\% = [a+b]/[d-c] * 100$).
 - 25. New or Increased Income and Earned Income
 - a. What percent of project leavers had new or increased earned income within the project year? (*APR Q19a2*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the "Number of Adults with Earned Income (i.e., Employment Income)" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
 - b. What percent of project leavers had new or increased other (non-employment) income within the project year? (*APR Q19a2*)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- In Q19a2, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.
- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the “HUD Requested Funds” column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for “match” under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.



**FY2019 HUD COC PROGRAM COMPETITION
RENEWAL PROJECT SCORECARD
HOUSING PROJECTS**

Applicant and Project Name: Click here to enter text.

Rater Name: Click here to enter text.

Date Reviewed: Click or tap to enter a date.

Project Quality Requirements		
Renewal projects must ensure they continue to meet HUD thresholds for funding.	Maximum Score Possible	PSH – 135 RRH - 105
	Total Project Score	

Please note that the numbered questions on the application correspond with the numbered scoring areas below.

Section I: Project Effectiveness		Possible Points: PSH – 80 RRH – 50 Possible Deductions: -10	Section Score:
5. Does the project qualify as low barrier?			
Answered "None of the Above"		4	
Checked any other boxes		0	
6. Does the project meet all Housing First criteria?			
Answered "None of the Above"		6	
Checked any other boxes		0	
7a. Did the project take 100% of all referrals from Coordinated Entry in the past grant year?			
Yes		2	
No		0	
7b. Percentage of referrals refused by applicant			
10% or less		3	
11% to 25%		1	
"Don't Know" or higher than 25%		0	
Narrative review: Does the narrative warrant further consideration in scoring?			
8. Prioritization and Referral Process			
Proof of Prioritization and Referral Process		5	
No Information Provided		0	
Efficient Use of Funding:			
9. What is the project's utilization rate?			
90% or higher		5	
80%-89%		0	
79% or lower		-5	
Narrative review: Does the narrative warrant further consideration in scoring?			
10. Anticipated recapture			
Yes			Not scored
No			

11. History of recapture (three years)			
No history of recapture	5		
Recapture for each grant listed is less than 10%	0		
Recapture on any grant is greater than 10%	-5		
12. Percent of funding recaptured in last completed grant year			
a. Amount authorized in most recent completed HUD grant year			
b. Remaining balance in eLOCCS			
Less than 10%	5		
More than 10%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
13. Were drawdowns made at least quarterly?			
Yes	5		
No	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
14. Voluntary reallocation (answered if project was not fully expended)			
Yes, the applicant wishes to voluntarily reallocate		Not Scored	
No, the applicant does not wish to voluntarily reallocate			
N/A			
HMIS Participation			
15. Percentage of APR Data Quality Elements (6a.-6d.) with 5% or less null or missing values			
85% or greater	5		
Less than 84%	0		
HUD Monitoring Findings			
16. Does the recipient have any HUD monitoring findings in any of the agency's projects? If yes, findings must be resolved or explained to the satisfaction of the HUD CoC Application and Evaluation Committee for the application to meet standards.		Standard Met: Yes/No	
Impact on Homelessness			
17. Is this project the only CoC funded project with dedicated beds to a particular target population? (Answered by Project Evaluation based on all applications submitted for this NOFA.)			
Yes		Not Scored Taken into consideration in a tie score situation	
No			
18. Would additional funds be accepted?			
Yes		Not Scored	
No			
19. LPB membership acknowledgement			
Yes	5		
No	0		
Serving High Need Populations – PSH ONLY			
20. What percentage of the households met "hard to serve" criteria defined as having zero income at start/entry? (APR 18)			
80% or more	10		
70%-79%	8		
50%-69%	5		
Less than 50%	0		

<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
21. What percentage of participants met "hard to serve" criteria defined as having two or more physical or mental health conditions known at Start/entry? (APR 13.A.2)		
More than 50%	10	
30%-49%	8	
10%-29%	5	
Less than 10%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
22. What percentage of the households served were chronically homeless? (APR Q26a.)		
80% or more	10	
70%-79%	8	
50%-69%	5	
Less than 50%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		

Section II: Project Performance		Possible Points: 55	Section Score:
Performance Data			
Permanent Supportive Housing			
23. Length of Stay			
Percentage of leavers that remained in project more than 180 days (APR 22a.1)			
95% and more	20		
85%-94%	15		
75%-84%	10		
65%-74%	5		
55%-64%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
24. Exits to Permanent Housing			
Percent who remain in or move to PH			
95% or higher	25		
90%-94%	20		
85%-89%	15		
80%-84%	10		
75%-79%	5		
Less than 75%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
25. New or Increased Income and Earned Income			
a. Project Stayers: New or increased earned income (APR 19a.1)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			

b. Project Stayers: New or increased other (non-employment) income (APR 19a.1)		
50% and higher	2.5	
25%-49%	1.5	
Less than 25%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
c. Project Leavers: New or increased earned income (APR 19a.2)		
8% and higher	2.5	
5%-7%	1.5	
Less than 5%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
d. Project Leavers: New or increased non-employment income (APR 19a.2)		
50% and higher	2.5	
25%-49%	1.5	
Less than 25%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
Rapid Re-Housing		
23. Length of Stay		
Percentage of participants that took 30 days or less from project entry to lease up (CAPER 22C)		
80%-100%	20	
60%-79%	15	
40%-59%	10	
20%-39%	5	
0%-19%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
24. Exits to Permanent Housing		
Percent who exit to PH		
95% or higher	25	
90%-94%	20	
85%-89%	15	
80%-84%	10	
75%-79%	5	
Less than 75%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
25. New or Increased Income and Earned Income		
a. Project Leavers: New or increased earned income (APR 19a.2)		
30% and higher	5	
20%-29%	2.5	
Less than 20%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
b. Project Leavers: New or increased non-employment income (APR 19a.2)		
10% and higher	5	
5%-9%	2.5	
Less than 5%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		

Section III: Completion of Application		Possible Points: 0	Section Score:
26. Is the application complete and accurate?		Deductions: -5	
	Yes	0	
	No	-5	



FY19 HUD COC PROGRAM COMPETITION NEW/BONUS PROJECT APPLICATION PERMANENT HOUSING PROJECTS

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Check one:

- ☐ Permanent Supportive Housing Dedicated for Chronically Homeless
- ☐ DedicatedPLUS Permanent Supportive Housing
- ☐ Rapid Re-Housing*
- ☐ Joint Transitional Housing-Rapid Re-Housing*

*An * indicates this project type is eligible for the Domestic Violence Bonus*

Check one: ^

- ☐ New Project Application from Reallocated Funds
- ☐ Bonus Project Application
- ☐ Domestic Violence Bonus Project Application
- ☐ Consolidation (must complete Renewal Project Application in addition)
- ☐ Transition (must complete Renewal Project Application in addition)
- ☐ Expansion (must complete Renewal Project Application in addition)

^ The Continuum of Care reserves the right to submit projects as New or Bonus in order to create the strongest Collaborative Application for the entire Continuum of Care.

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

ELIGIBILITY THRESHOLDS

Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a New or Bonus project application for funding.

1. Please indicate by checking the boxes if the applicant has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

b. Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

d. Inadequate financial management or accounting practices within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

e. Evidence of untimely expenditures on prior award;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302? ;

☐ Yes ☐ No If yes, please describe: Click here to enter text.

3. Does the applicant employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

☐ Yes ☐ No

4. Does the applicant obtain an annual audit by an independent certified public accountant?

☐ Yes ☐ No

5. Has your organization been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, applicant's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, applicant's response to any findings, documentation from the entity that finding or concern has been satisfied, and any other relevant documentation.

General Project Information

1a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, and how households will be served within the project. (500 word limit)

Click here to enter text.

1b. Using the chart below, outline county or counties to be served by the project and the number of households planned for service.

County	Planned Households
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

1c. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

2. According to HUD System Performance Measures, it is critical for Continuums of Care to decrease the length of time a household experiences homelessness. Additionally, it is necessary for households to increase employment and/or income while in housing. Describe how this project will contribute to the success of these measures within the Balance of State Continuum of Care. (500 word limit)

Click here to enter text.

3. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at the point of project entry and at unit turnover (Dedicated Plus for chronically homeless only).

	Number of Units	
	Dedicated	Dedicated Plus
Veterans	Click here to enter text.	
Chronically Homeless	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	
Youth	Click here to enter text.	
Domestic Violence	Click here to enter text.	

4. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

Project Effectiveness

5. Low Barrier

Which of the following will prohibit potential households from being accepted into this project?	
Having too little or not enough income	<input type="checkbox"/>
Active substance use or history of substance abuse	<input type="checkbox"/>
Having a criminal record (other than for state-mandated restrictions)	<input type="checkbox"/>
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

6. Housing First

Which of the following criteria would be used to exit households from this project?	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Failure to participate in any other activity not typically covered in a lease agreement	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

7. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. How does the project plan to take 100% of all referrals through the Coordinated Entry System? (500 word limit)

Click here to enter text.

8. What would be the prioritization process for households referred to this project? How will it be determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

Click or tap here to enter text.

9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. (500 word limit)

Click or tap here to enter text.

10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. (500 word limit)

Click or tap here to enter text.

11. How will this project ensure alignment in practices with both HUD and Balance of State Continuum of Care priorities? (500 word limit)

Click or tap here to enter text.

12. Is the applicant (or potential subrecipients) a member of the Local Planning Body or Bodies to be served by this project? Yes/No

Complete the "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project (one form per Local Planning Body).

Applicant Experience

13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application. (500 word limit)

Click here to enter text.

14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds. (500 word limit)

Click here to enter text.

15. Will all participating households served in this project be recorded in the Homeless Management Information System (HMIS) or a comparable database used by Domestic Violence service providers, in accordance with the Balance of State Continuum of Care's Data Quality Standards?

Yes/No

If no, explain: Click here to enter text.

If using a comparable database as a Domestic Violence service provider, name the software to be used by this project and describe its capacity to provide reports similar to those provided by HMIS. (200 word limit)

[Click or tap here to enter text.](#)

16. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. (500 word limit)

[Click here to enter text.](#)

Organizational Capacity

17. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)

[Click here to enter text.](#)

18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements. (500 word limit)

[Click here to enter text.](#)

PROJECT BUDGET

Complete the chart below for all funds associated with this project.

If this project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Leasing		+		=	
Rental Assistance					
Supportive Services					
Operating Costs					
HMIS					
Project Administration (up to 10%)					
Total Project Cost					

Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include as attachments (please number each attachment as follows):

- ☐ #1: Proof of 501(c)3 status from the IRS
- ☐ #2: Financial statements, including cash flow statement
- ☐ #3: Non-profit Corporation Update (2013) or equivalent
- ☐ #4: DUNS number and Standard Form 424 (SF-424)
- ☐ #5: Active registration in SAM
- ☐ #6: Most recent audit by an independent certified public accountant
- ☐ #7: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- ☐ #8: Documentation of all match
- ☐ #9 Project Application in e-Snaps

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section V.C.1.d. of the FY 2017 General Section.
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections* on all units, at a minimum.
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the New and Bonus Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- **Applicant Profile**
 - Complete information for the project's applicant. Potential subrecipients do not need to complete an application.
- **Project Type**
 - Select the appropriate project type for the New or Bonus project.
 - **Permanent Supportive Housing Dedicated for Chronically Homeless:** "Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability." (HUD Exchange) Households served by the project must meet the definition
 - **DedicatedPLUS Permanent Supportive Housing:** "A permanent supportive housing project where 100% of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake meet one of the following categories:
 - (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
 - (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homelessness as defined by 24 CFR 578.3 prior to entering the project;
 - (4) residing in transitional housing funded by a Joint Transitional Housing and Permanent Housing-Rapid Re-Housing component



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;

- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance program." (FY19 HUD CoC NOFA, page 17)
- **Rapid Re-Housing:** "Emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing." (HUD Exchange)
 - This project type is eligible for potential Domestic Violence Bonus funding.
- **Joint Transitional Housing/Permanent Housing – Rapid Re-Housing:** "The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. ... When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants." (FY2019 HUD CoC NOFA, page 18)
 - This project type is eligible for potential Domestic Violence Bonus funding.
- **Application Option**
 - Select the appropriate application type from the list of options.
 - **New Project from Reallocated Funds:** The project is submitted in consideration of funds made available through the reallocation of funding based on changes in funding to other renewal projects.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- **Bonus Project Application:** The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- **Domestic Violence Bonus Project Application:** The project is submitted in consideration of Domestic Violence Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- **Consolidation:** “The process by which two or more projects that are eligible for renewal in the FY 2019 CoC Program Competition apply for funding and are combined into a single renewal project upon award.” (FY19 HUD CoC NOFA, page 16)
- **Transition:** “A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period.” (FY19 HUD CoC NOFA, page 20)
- **Expansion:** “The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC’s geographic area.” (FY19 HUD CoC NOFA, page 18)

Page 2:

- **Authorized Representative**
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

Pages 3 & 4:

- **Eligibility Thresholds**
 - These are basic HUD eligibility thresholds that must be met by the applicant in order for a New or Bonus project to be considered by the BoS CoC.
 - Indicate yes or no for each question. Provide additional explanation for responses as requested.

General Project Information



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 1a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, and how households will be served within the project. *(500 word limit)*
 - Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
 - Data used to determine need for proposed project
 - Planned activities for the project
 - Intended geographic area of service for project
 - Goals for the proposed project, including intended outcomes
 - Demonstration of alignment with HUD and CoC expectations
 - *What does the Balance of State CoC need to know about this project in order to consider it a priority?*
- 1b. Using the chart below, indicate the county or counties to be served by this project and the number of households planned for service.
 - Detail the county or counties to be served by this project and the number of households planned for service within the proposed project year.
- 1c. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for the New or Bonus project. Answers should include:
 - Data source and information that defines need for the project
 - Specific HUD guidance and best practices that necessitate a project
 - Evidence from consultation completed on behalf of the project
- 2. According to HUD System Performance Measures, it is critical for Continuums of Care to decrease the length of time a household experiences homelessness. Additionally, it is necessary for households to increase employment and/or income while in housing. Describe how this project will contribute to the success of these measures within the Balance of State Continuum of Care. *(500 word limit)*
 - Detail the best practices and methodologies the recipient and/or subrecipients will use to ensure the following:
 - The length of time between household identification and move into housing will be less than 30 days.
 - Income (earned or otherwise) will increase from what is captured at project entry to what is captured at project exit, or upon annual assessment.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 3. Is this project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at the point of project entry and at unit turnover (Dedicated Plus for chronically homeless only).
 - If the project is dedicated to serving specific populations as listed in the chart, note the number of units dedicated to each population. Projects can also have Dedicated Plus units for chronic homelessness only. More information on Dedicated Plus can be found here (<https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/>).
- 4. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
 - Geographic area of service
 - Activities completed by the subrecipient
 - Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 5. Low Barrier
 - Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 6. Housing First
 - Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 7. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. How does this project plan to take 100% of all referrals through the Coordinated Entry System? (500 word limit)
 - Detail how this project would fill any openings with Coordinated Entry referrals, including:



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- How the applicant will communicate project openings to the Coordinated Entry System (i.e. HARA); and
 - How the applicant will receive referrals from the Coordinated Entry System (i.e. HARA).
- 8. What would be the prioritization process for households referred to this project? How will it be determined who is the most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. *(500 word limit)*
 - Provide a description of how the Local Planning Body served by this project prioritizes homeless households for housing assistance, including:
 - Local Planning Body policy for prioritization;
 - Assessments completed to determine acuity;
 - Other information gathered to determine household eligibility to the project; and
 - Household choice in project referral.
 - 9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. *(500 word limit)*
 - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.
 - 10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
 - Detail the steps of the Continuous Quality Improvement plan and how it will be used to improve project outcomes. Answers should include:
 - References to data collection and review;
 - Incorporation of qualitative observations into the plan or process; and
 - How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies
 - 11. How will the project ensure alignment in practices with both HUD and Balance of State Continuum of Care priorities? *(500 word limit)*
 - Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
 - References to HUD and Balance of State CoC language specific to the permanent housing project type (i.e. Permanent Supportive Housing, Rapid Re-Housing, Joint Transitional Housing/Rapid Re-Housing)



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 12. Is the applicant (or potential subrecipients) a member of the Local Planning Body or Bodies to be served by this project?
 - Select yes if the applicant (or potential subrecipients) is a member of the Local Planning Body or Bodies in which this project would operate and serve.
 - Attach a completed “FY19 LPB Acknowledgement Form” for each Local Planning Body served by this project.
 - Select no if the applicant (or potential subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Applicant Experience

- 13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application. *(500 word limit)*
 - Provide an overview of the qualifications of the applicant (and potential subrecipients) that would enable a successful project. Answers should include the following:
 - Experience and expertise in serving the proposed target population;
 - Understanding of the proposed housing resource (i.e. Rapid Re-Housing, Permanent Supportive Housing, etc) and any experience or expertise in providing this resource; and
 - The best practices, skills, and housing models understood and used by the applicant (and potential subrecipients) that would enable a successful project.
- 14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds. *(500 word limit)*
 - Detail the experience and knowledge of the applicant (and potential subrecipients) on the use of any federal funds. Answers can include references to the following:
 - Any experience with completing federal applications;
 - Any experience with tracking expenditures and providing reports on federal funds received; and
 - Any experience communicating with federal offices regarding funds received.
- 15. Will all participating households served in this project be recorded in the Homeless Management Information System (HMIS) or a comparable database used by Domestic Violence service providers, in accordance with the Balance of State Continuum of Care's



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

Data Quality Standards? If using a comparable database as a Domestic Violence service provider, name the software used by this project and describe its capacity to provide reports similar to those provided through HMIS.

- Select Yes or No.
 - If no, explain why this project does not plan to record data in HMIS or a comparable database and how the project intends to track this data otherwise.
 - If the project will use a comparable database, provide the following information:
 - Name of the database software; and
 - How the software meets comparable expectations for data collection and reporting, as required by HUD.
 - For more information on HUD requirements and compliance as a Domestic Violence service provider, visit <https://www.techsafety.org/resources-agencyuse>
 - If you would like guidance on if a comparable database is required for this project, visit <https://files.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf>
- 16. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after the grant award. (500 word limit)
 - Detail how the project will avoid delays in starting the project as quickly as possible.
 - Detail the milestones of the proposed project at 60, 120, and 180 days.

Organizational Capacity

- 17. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)
 - List the staff positions with responsibility for this project and the corresponding qualifications.
- 18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (500 word limit)
 - Provide an overview of the applicant's financial management system and include brief descriptions of the following:
 - Financial reporting
 - Record keeping
 - Accounting systems



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- Payment procedures
- Audit requirements

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.
- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the "HUD Requested Funds" column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for "match" under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.

FY19 HUD CoC: BoS CoC Local Application Score Card - New and Bonus Permanent Housing Projects

Applicant Name: _____ Project Name: _____
 Reviewer Name: _____ Date Reviewed: _____

Project Quality Requirements		
New and Bonus permanent housing projects must ensure they continue to meet HUD thresholds for funding	Maximum Score Possible:	100
	Total Project Score:	0
Section I: General Project Information		
1a. Does the project proposed meet an identified housing need of the CoC? Score given according to how well the project design demonstrates: Outline of scope and identified need Planned activities for the project Type, scale, and target geographic area for the project Intended goals and outcomes Understanding HUD and CoC expectations for either Coordinated Entry or HMIS		
7		
1c. Why is this New or Bonus project necessary for consideration? Score given according to how well the project design demonstrates: Data source and information that defines need for the project Specific HUD guidance and best practices that necessitate a project Evidence from consultation completed on behalf of the project		
7		
2. Describe how the project will contribute to decreasing the length of time homeless and increasing employment/income. Score given according to how well the applicant details the following: Details the best practices and methodologies to ensure: Length of time between household identification and move into housing is less than 30 days Income (earned or otherwise) will increase from what is captured at project entry to what is captured at project exit, or upon annual assessment		
7		
5. Does this project qualify as low barrier? Answered "None of the Above"		
6		
Checked any other boxes		
0		
6. Does this project meet all Housing First criteria? Answered "None of the Above"		
6		
Checked any other boxes		
0		
7. How does this project plan to take 100% of all referrals through the Coordinated Entry System? Score given according to how the applicant describes the following: How the applicant will communicate project openings to the Coordinated Entry System (i.e. HARA) How the applicant will receive referrals from the Coordinated Entry System (i.e. HARA)		
7		
8. What would be the prioritization process for households to be referred to this project? How will it be determined who is the most vulnerable and the best fit for any referrals to this project? Score given according to how the applicant describes the following: Local Planning Body prioritization process Assessments completed to determine acuity Other information gathered to determine household eligibility to the project Household choice in project referral		
6		
9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. Score according to how well the applicant identifies the following: Plans for full expenditure of awarded project Plans for completing quarterly drawdowns in eLOCCS		
6		
10. Will the project have a Continuous Quality Improvement plan? Score given according to the detail provided in plan/process: References to data collection and review Incorporation of qualitative observations into plan/process Gathered findings shared with BoS CoC and LPBs		
5		
11. How will this project ensure alignment in practices with both HUD and CoC priorities?		

Must include references to HUD and BoS CoC language specific to permanent housing project type

7

12. Local Planning Body Acknowledgement

Yes

3

No

0

Applicant Experience

13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application.

Score according to the overview provided with the following references:

Experience and expertise in serving the proposed target population

Understanding the proposed housing resource and any experience or expertise in providing this resource

Best practices, skills, and housing models understood by the applicant (and potential subrecipients) that would enable a successful project

7

14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds.

Score according to the detail provided on the following:

Any experience with completing federal applications

Any experience with tracking expenditures and providing reports on federal funds received

Any experience communicating with federal offices regarding funds received

7

15. Will all participating households served in this project be recorded in HMIS or a comparable database?

Yes

7

No

0

16. Describe the plan for rapid implementation of the project.

Score according to the detail provided on the following:

How the project will avoid delays in starting the project as quickly as possible

The milestones of the proposed project at 60, 120, and 180 days

4

Section III: Organization Capacity

17. Describe the key staff positions and qualifications of individuals who will carry out the project.

Score according to detail provided on the following:

Positions needed to fulfill this project

Expectations of staff experience/education for each role

4

18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit reports.

Score according to detail provided on the items listed.

4



**FY19 HUD COC PROGRAM
COMPETITION**
INFRASTRUCTURE PROJECT APPLICATION:
NEW, RENEWAL, or BONUS PROJECTS

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Check one:

- ☐ Coordinated Entry System - Supportive Services Only (SSO)*
☐ Homeless Management Information System

*An * indicates this project type is eligible for the Domestic Violence Bonus*

Check one:

- ☐ Standard Renewal (no change from FY18)
☐ Expansion (additional questions referenced in this application)
☐ New Project from Reallocated Funds (additional questions referenced in this application)
☐ Bonus – including Domestic Violence Bonus (additional questions referenced in this application)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

ELIGIBILITY THRESHOLDS

New and Bonus Projects Only: *Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a New or Bonus project application for funding.*

1. Please indicate by checking the boxes if the applicant has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

b. Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

d. Inadequate financial management or accounting practices within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

e. Evidence of untimely expenditures on prior award;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302? ;

☐ Yes ☐ No If yes, please describe: [Click here to enter text.](#)

3. Does the applicant employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

☐ Yes ☐ No

4. Does the applicant obtain an annual audit by an independent certified public accountant?

☐ Yes ☐ No

All applicants must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

General Project Information

Please note questions that are directed to specific application types (i.e. Renewal, Expansion, New, or Bonus) and make sure to answer only those questions which reflect the application type desired.

1a. **Renewal or Expansion Projects:** Provide a narrative describing how the project's performance met the plans and goals established in the current project's application (as specified and/or allowed by the Notice of Funding Availability [NOFA] under which the project was originally funded), the project's performance in assisting communities to bring an effective end to homelessness, and record of success. (500 word limit)

[Click here to enter text.](#)

1b. **New or Bonus Projects:** Provide a narrative describing the identified need and scope of the project, its geographic coverage, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including targeted outcomes that fit within the Balance of State CoC's current strategic plan). (500 word limit)

[Click here to enter text.](#)

2. Has the project had any significant changes since the last funding approval?
Yes/No If "yes" complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons/households served		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: Click here to enter text.		
If change was made include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

3. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

EXPANSION PROJECTS ONLY

Complete the following questions if this project is proposed as an Expansion to a current project.

4. In what ways would this funding increase grant activities within the CoC geographic area? Include specific outputs or process deliverables. (500 word limit)

Click or tap here to enter text.

5. Why is this Expansion necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

NEW OR BONUS PROJECTS ONLY

Complete the following questions if this project is proposed as a New or Bonus project.

6. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

Performance and Improvement

7a. Renewal or Expansion Projects: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes. (500 word limit)

Click here to enter text.

7b. New or Bonus Projects: List the outcomes that will be reported to HUD for this project and describe the how the project intends to reach these outcomes. (500 word limit)

Click here to enter text.

8. Does the project have a Continuous Quality Improvement plan or process? If yes, describe. (500 word limit)

Click here to enter text.

9. How does the project ensure alignment in practices with both HUD and CoC priorities? (500 word limit)

Click here to enter text.

10. How does (How will, for New or Bonus Project applications) the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC? (500 word limit)

Click here to enter text.

Efficient Use of Funding

11a. Renewal or Expansion Projects: Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application.

a. Total amount awarded	Click here to enter text.
b. Total amount spent	Click here to enter text.
c. Percentage spent (answer b. divided by a. multiplied by 100)	Click here to enter text.

Click or tap here to enter text.

11b. New or Bonus Projects: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. (500 word limit)

Click or tap here to enter text.

12. Renewal Projects: It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

Does this project wish to voluntarily reallocate (in part or in whole) in order to improve the overall effectiveness of the Balance of State CoC?

Please note: Voluntary reallocation may result in additional application materials requested by the HUD CoC Application and Evaluation Committee. Refer to the Infrastructure Detailed Instructions and Voluntary Reallocation Consideration Guide for more information.

Click or tap here to enter text.

HUD Monitoring

13a. Does the applicant have any HUD monitoring findings for any of its projects? **Yes/No**

If yes, explain below in detail for the HUD CoC Application and Evaluation Committee. Include details on the nature of the finding, along with the resolutions and corrective actions taken, if any.

[Click here to enter text.](#)

13b. Has your organization been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization's response to any findings, documentation from the entity that finding or concern has been satisfied, and any other relevant documentation.

Organizational Capacity

14. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)

[Click here to enter text.](#)

15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements. (500 word limit)

[Click here to enter text.](#)

Financial Information

PROJECT BUDGET

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Supportive Services					
HMIS					
Project Administration (up to 10%; follow GIW for renewal)		+		=	
Total Project Cost					

Match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include as attachments:

- ☐ #1: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- ☐ #2: Documentation of all match
- ☐ #3: Project Application in e-Snaps (if applicant is the project recipient)

All New or Bonus projects must include as attachments:

- ☐ #4: Proof of 501(c)3 status from the IRS
- ☐ #5: Financial statements, including cash flow statement
- ☐ #6: Non-profit Corporation Update (2013) or equivalent
- ☐ #7: DUNS number and Standard Form 424 (SF-424)
- ☐ #8: Active registration in SAM
- ☐ #9: Most recent audit by an independent certified public accountant

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section V.C.1.d. of the FY 2017 General Section.
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections* on all units, at a minimum.
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the Infrastructure Project Application – Renewal, New, and Bonus Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- Applicant Profile
 - Complete information for the project's applicant. For HMIS infrastructure projects, this would be the subrecipient. Coordinated Entry project applicants would list the recipient (not subrecipients).
- Project Type
 - Select the appropriate project type for the infrastructure project.
 - Coordinated Entry System – Supportive Services Only (SSO): “Supportive services only project to develop or operate a centralized or coordinated assessment system.” (FY18 HUD NOFA, page 29)
 - This is the only infrastructure project type eligible for potential Domestic Violence Bonus funding.
 - Homeless Management Information System: “Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.” (FY18 HUD NOFA, page 29)
- Application Option
 - Select the appropriate application option.
 - Standard Renewal: No project changes from the FY2018 project.
 - Expansion: “The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area.” (FY18 HUD NOFA, page 17)
 - Bonus: The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC. This includes Domestic Violence Bonus funding.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- **New Project from Reallocated Funds:** The project is submitted in consideration of funds made available through the reallocation of funding based on changes in funding to other renewal projects.

Page 2:

- **Authorized Representative**
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

Pages 3 & 4:

- **Eligibility Thresholds**
 - This section is only for New and Bonus projects to complete.
 - These are basic HUD eligibility thresholds that must be met by the applicant in order for a New or Bonus project to be considered by the BoS CoC.
 - Indicate yes or no for each question. Provide additional explanation for responses as requested.

General Project Information

Please note questions that are directed to specific application types (i.e. Renewal, Expansion, Bonus, or New) and make sure to answer only those questions which reflect the application type desired.

- **1a. Renewal or Expansion Projects:** Provide a narrative describing how the project's performance met the plans and goals established in the current project's application (as specified and/or allowed by the Notice of Funding Availability [NOFA] under which the project was originally funded), the project's performance in assisting communities to bring an effective end to homelessness, and record of success. *(500 word limit)*
 - Outline project performance from the last completed project year or, if the project does not have a completed project year, all completed quarters for the project year. Answers should include:
 - Purpose of the infrastructure project
 - Review of project goals
 - Performance data associated with these goals
 - Demonstration of alignment with HUD and CoC expectations
 - *Is the performance of this project meeting expectations?*
 - *Why should this project continue to receive funding?*
- **1b. New or Bonus Projects:** Provide a narrative describing the identified need and scope of the project, its geographic coverage, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

targeted outcomes that fit within the Balance of State CoC's current strategic plan). (500 word limit)

- Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
 - Data used to determine need for proposed project
 - Planned activities for the project
 - Intended geographic area of service for project
 - Goals for the proposed project, including intended outcomes
 - Demonstration of alignment with HUD and CoC expectations
- *What does the Balance of State CoC need to know about this project in order to consider it a priority?*
- 2. Has the project had any significant changes since the last funding approval?
 - Using the chart provided, check the box of each item changed. Under "Previous", note the amount previously approved for the project. Under "New", note the amount most recently approved for the project. Documentation of change must be included as an attachment to the application.
- 3. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
 - Geographic area of service
 - Activities completed by the subrecipient
 - Amount of funding allocated to subrecipient

Expansion Projects Only

This section of questions is only required for applicants proposing an Expansion to a current project.

- 4. In what ways would this funding increase grant activities within the CoC geographic area? Include specific outputs or process deliverables. (500 word limit)
 - Outline the specific areas in which this project would be expanded. Answers should include:
 - Increases to current outputs (including current figures and proposed figures)
 - Increases to or improvement of process deliverables



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Any other way in which the project intends to expand
- 5. Why is this Expansion necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for an Expansion to the current project. Answers should include:
 - Data source and information that defines need for expansion
 - Specific HUD guidance and best practices that necessitate an expanded project
 - Evidence from consultation completed on behalf of the project

New or Bonus Projects Only

This section of questions is only required for applicants proposing a New or Bonus project.

- 6. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for the New or Bonus project. Answers should include:
 - Data source and information that defines need project
 - Specific HUD guidance and best practices that necessitate a project
 - Evidence from consultation completed on behalf of the project

Performance and Improvement

- 7a. Renewal or Expansion Projects: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes. *(500 word limit)*
 - State the goals and outcomes reported to HUD, as identified in the awarded project application.
 - Share progress on these goals and outcomes from the most recently completed project year or current project year if the project does not yet have a completed project year. Answers should include information on or alignment with the following (based on project type):
 - System Performance Measures
 - Coordinated Entry Self-Assessment Tool, as provided by HUD
- 7b. New or Bonus Projects: List the outcomes that will be reported to HUD for this project and describe how the project intends to reach these outcomes. *(500 word limit)*
 - State the proposed goals and outcomes this project will report to HUD, if awarded.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Outline how these goals and outcomes will be tracked by the project. Answers should include information on or alignment with the following (based on project type):
 - System Performance Measures
 - Coordinated Entry Self-Assessment Tool, as provided by HUD
- 8. Does the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
 - Detail the steps of the Continuous Quality Improvement plan and how it is used or will be used to improve project outcomes. Answers should include:
 - References to data collection and review
 - Incorporation of qualitative observations into the plan or process
 - How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies
- 9. How does the project ensure alignment in practices with both HUD and CoC priorities? *(500 word limit)*
 - Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
 - References to HUD and Balance of State CoC language specific to the infrastructure project type (i.e. HMIS or Coordinated Entry – Supportive Services Only)
- 10. How does (How will, for New or Bonus Project applications) the project's progress toward outcomes support the efforts of permanent housing projects through the CoC? *(500 word limit)*
 - Describe how the quality and effectiveness of this infrastructure project positively impacts permanent housing efforts throughout the Balance of State CoC.

Efficient Use of Funding

- 11a. Renewal and Expansion Projects: Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application.
 - Detail the electronic Line of Credit Control System (eLOCCS) or other financial tracking information in the chart provided for the last completed project year; or, if the project does not have a completed year, the balance remaining to expend for the project as of the date of the application. This includes:
 - The total amount authorized for the project in eLOCCS or GIW
 - The remaining balance shown in eLOCCS or other financial tracking



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- The percentage of funding recaptured or unexpended for the project
 - Find this figure by dividing the balance by the total and multiplying by 100 ($\% = [b/a] * 100$)
 - Provide additional narrative as needed.
- 11b. New or Bonus Projects: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from eLOCCS are completed on a quarterly basis.
 - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.
- 12. Renewal Projects: It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

Does this project wish to voluntarily reallocate (in part or in whole) in order to improve the overall effectiveness of the Balance of State CoC?

 - Refer to the “FY19 Voluntary Reallocation Consideration Guide” for additional questions to review related to project capacity and utilization.
 - If the applicant wishes to decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years, the response should detail any changes to the following:
 - Geographic area
 - Project type
 - Population served
 - Funding requested

HUD Monitoring

- 13a. Does the recipient have any HUD monitoring findings in any of the applicant’s projects?
 - Select yes if the applicant has any findings as a result of HUD monitoring.
 - Provide details on the findings, including:
 - Nature of finding
 - Resolution of finding
 - Any corrective actions taken
 - Select no if the applicant has not had any findings as a result of HUD monitoring.
- 13b. Has the applicant been monitored by HUD in the past 3 years?
 - Select yes if HUD has monitored the applicant at any point in the last 3 years.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Include attachments to the application from the HUD monitoring:
 - Monitoring report from HUD
 - Applicant's response to any findings
 - Documentation from HUD that finding or concern has been satisfied
 - Any other relevant documentation
- Select no if HUD has not monitored the applicant at any point in the last 3 years.
 - Provide the most recent monitoring by an entity other than HUD for federal or state funding (i.e. ESG, CDBG, etc) and include the following as attachments to the application:
 - Monitoring report
 - Applicant's response to any findings
 - Documentation from entity that finding or concern has been satisfied
 - Any other relevant documentation

Organizational Capacity

- 14. Describe the key staff positions and qualifications of individuals who will carry out the project. *(500 word limit)*
 - List the staff positions with responsibility for this project and the corresponding qualifications. This includes:
 - Positions needed to fulfill this project
 - Expectations of staff experience/education for each role
- 15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. *(500 word limit)*
 - Provide an overview of the applicant's financial management system and include brief descriptions of the following:
 - Financial reporting
 - Record keeping
 - Accounting systems
 - Payment procedures
 - Audit requirements

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the “HUD Requested Funds” column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for “match” under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.

FY19 HUD CoC: BoS CoC Local Application Score Card - Infrastructure Projects

Applicant Name: _____ Project Name: _____
 Reviewer Name: _____ Date Reviewed: _____

Project Quality Requirements		
Infrastructure projects must ensure they continue to meet HUD thresholds for funding	Maximum Score Possible:	140
	Total Project Score:	0
Section I: General Project Information		
1a. SCORE RENEWAL ONLY: Project description - Is performance meeting expectations?		
Score given according to how well the project design demonstrates: Understanding the purpose of infrastructure projects (i.e. Coordinated Entry and HMIS) Review of project performance and goals Understanding HUD expectations for either Coordinated Entry or HMIS	20	
1b. New or Bonus Only: Does the project proposed meet the infrastructure needs of the CoC?		
Score given according to how well the project design demonstrates: Outline of scope and identified need Planned activities for the project Type, scale, and target geographic area for the project Intended goals and outcomes Understanding HUD and CoC expectations for either Coordinated Entry or HMIS	10	
4. Expansion Only: In what ways would this funding increase the grant activities within the CoC geographic area?		
Include specific outputs or process deliverables. Score given according to how well the applicant details the following: Increases to project-appropriate outputs (HMIS vs Coordinated Entry) Increases to or improvement of process deliverables (training, coordination)	10	
5. Expansion Only: Why is this Expansion necessary for consideration?		
Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. Score given according to how well the applicant details the following: Data source and information that defines need for expansion Specific HUD guidance and best practices that necessitate an expanded project Evidence from consultation completed on behalf of the project	10	
6. New or Bonus Only: Why is this New or Bonus project necessary for consideration?		
Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. Score given according to how well the applicant details the following: Data source and information that defines need for expansion Specific HUD guidance and best practices that necessitate an expanded project Evidence from consultation completed on behalf of the project	10	
Section II: Performance and Improvement		
7a. Renewal or Expansion Only: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes.		
Score given according to selected outcomes' alignment with either: System Performance Measures (HMIS) or Coordinated Entry Self-Assessment Tool, as provided by HUD	20	
7b. New or Bonus Only: List the outcomes that will be reported to HUD for this project and describe how the project intends to reach these outcomes.		
Score given according to selected outcomes' alignment with either: System Performance Measures (HMIS) or Coordinated Entry Self-Assessment Tool, as provided by HUD	20	
8. Does the project have a Continuous Quality Improvement plan?		
Score given according to the detail provided in plan/process: References to data collection and review Incorporation of qualitative observations into plan/process Gathered findings shared with BoS CoC and LPBs	15	
9. How does this project ensure alignment in practices with both HUD and CoC priorities?		
Must include references to HUD and BoS CoC language specific to infrastructure project type	20	

10. How does/how will the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC?

Score according to how well the applicant can demonstrate the impact of quality infrastructure on outcomes for permanent housing throughout the CoC

15

11a. Renewal or Expansion Only: Expenditure of funds from last project year (completed or partial)

100%

20

90-99%

10

Less than 90%

0

11b. New or Bonus Only: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis.

Score according to how well the applicant identifies the following:

Plans for full expenditure of awarded project

Plans for completing quarterly drawdowns in eLOCCS

20

12. Renewal Only: Will the project voluntarily reallocate?

Yes/No

Not Scored

13a. and 13b. Does the applicant have any HUD monitoring findings in any of the projects? If yes, findings must be resolved or explained to the satisfaction of the HUD CoC Application and Evaluation Committee for the application to meet standards.

Yes/No

Not Scored

Section III: Organization Capacity

14. Describe the key staff positions and qualifications of individuals who will carry out the project.

Score according to detail provided on the following:

Positions needed to fulfill this project

Expectations of staff experience/education for each role

15

15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit reports.

Score according to detail provided on the items listed.

15

FY19 HUD CoC Program Competition

- [FY19 HUD CoC Program Competition Open](#) *(added 7/8/19)*
- [MI BOSCOC \(Collaborative Applicant - MSHDA\) enacts FY19 Registration](#) *(added 5/10/19)*
- [FY19 CIW Report](#) *(added 7/8/19)*
- [FY19 HUD CoC Estimated ARD](#) *(added 7/8/19)*
- [FY19 HUD CoC NOFA](#) *(added 7/8/19)*

FY19 Local Application Process: Documents

- [Timeline for FY19 HUD CoC Program Local Application Process](#) *(added 5/10/19, updated 6/12/19, updated 7/5/19, updated 7/10/19)*
- [Local Competition Overview](#) *(added 5/20/19, updated 7/10/19)*
- [Local Application Appeals Process](#) *(added 6/13/19)*

RENEWAL PROJECT LOCAL APPLICATION - Permanent Housing Projects

- [FY19 Renewal Project Application Recorded Webinar](#) *(added 5/20/19)*
- [FY19 Renewal Project Application - Permanent Housing](#) *(added 5/20/19, updated 5/31/19)*
- [FY19 Renewal Project Detailed Instructions - Permanent Housing](#) *(added 5/20/19, updated 5/31/19)*
- [FY19 Renewal Project Score Card - Permanent Housing](#) *(added 5/20/19)*
- [FY19 Local Planning Body Acknowledgement Form](#) *(added 5/20/19)*
- [FY19 Voluntary Relocation Consideration Form](#) *(added 5/20/19)*

NEW, BONUS, & INFRASTRUCTURE PROJECTS - LOCAL APPLICATIONS

- [FY19 New, Bonus, and Infrastructure Project Application Webinar: Friday, July 19 at 10am - Register Here](#)
 - [FY19 New, Bonus, and Infrastructure Project Application Webinar: Friday, July 19 at 10am - Register Here](#)
- [FY19 New and Bonus Project Application - Permanent Housing](#) *(added 7/9/19)*
- [FY19 New and Bonus Project Detailed Instructions - Permanent Housing](#) *(added 7/9/19)*
- [FY19 New and Bonus Project Score Card - Permanent Housing](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Application](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Detailed Instructions](#) *(added 7/9/19)*
- [FY19 Infrastructure Project Score Card](#) *(added 7/9/19)*
- [FY19 Local Planning Body Acknowledgement Form](#) *(added 7/16/19)*

HUD Ask A Question (AAQ) completed by BuS CoC Coordinator:

- [Live link to spreadsheet of questions submitted to HUD's AAQ and responses received](#)



BoS CoC Weekly Update: 5/16/19

3 messages

MIBOSCOC Coordinator <coordinator@miboscoc.com>

Thu, May 16, 2019 at 11:23 AM

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MICHIGAN BALANCE OF STATE CONTINUUM OF CARE



Preventing and Ending Homelessness in Michigan's Rural Counties

Your Weekly *Balance of State* CoC Update

FY19 HUD CoC Competition: Local Renewal Application Webinar Monday, May 20 at 1:30pm

The BoS CoC will host a webinar to review the local application process for all renewing HUD CoC permanent housing projects. We will review the local application and all required materials for projects that were awarded under the FY18 application round and plan to continue for FY19.

The webinar will be recorded and posted to the website Monday, May 20, after the webinar. Application materials will be on the website by 12pm Monday, May 20. You can register for the webinar [here](#).

Date Reminders for Local Renewal Applications:

Monday, May 20 - Application Materials Released

Friday, June 7 - Local Renewal Applications Due to Coordinator

Review the FY19 Timeline for More Information

*Please Note: New, Bonus, and Infrastructure
(HMIS and Coordinated Entry) local applications
have a later release date and due date.*

*The New, Bonus, and Infrastructure local application webinar
is scheduled for Monday, June 24.*

All dates are subject to change,
pending the release of the HUD NOFA.

June Governance Council Meeting: PIT/HIC Review

The next BoS CoC Governance Council meeting is Thursday, June 13 at 10am. **We'll be talking about the Point in Time (PIT) Count and the Housing Inventory Chart (HIC) for the entire Balance of State CoC.**

This is an important conversation for all Local Planning Bodies and we encourage inviting HMIS Administrators and LPB members to this discussion! Materials will be included on the website the week prior to the meeting.

Not registered yet?

**Anyone can attend Governance Council meetings!
You can register [here](#) for this
and all future meetings for 2019.**



Congratulations Manistee, Missaukee, and Wexford Counties!

Manistee, Missaukee, and Wexford Counties celebrated their achievement of effectively ending Veteran homelessness in their communities! Thank you to all who attended!

Your Local Planning Body can reach this goal, too!

Anyone is welcome to become a member of the Veterans Subcommittee of the BoS CoC and hear more about how our CoC is addressing Veteran homelessness across the state.

Contact Subcommittee Chair, Carly Huffman, for more information!



HUD Updates

Coordinated Entry Data Elements

HUD released updated information on standardized data collection for the core components of Coordinated Entry - access, assessment, referral, and prioritization. You can find a copy of this information [here](#). With an official "go live" date of April 1, 2020, expect to receive more information in the coming months!

Listening Session: Connecting Human Trafficking Survivors to Housing Programs

Freedom Network USA, the National Survivor Network, and HUD's Office of Special Needs Programs (SNAPS) will hold a listening session on Tuesday, May 21, 2019 to hear directly from anti-trafficking service providers about the barriers they face in connecting survivors to housing, obstacles to access, and gaps in existing resources. *This listening session is geared towards anti-trafficking service providers,*

however, follow up calls may be geared towards homeless and housing service providers.

Date: Tuesday, May 21, 2019

Time: 2:00 - 3:30 PM EDT

Target Audience: Anti-trafficking service program staff

Register for the listening session.

Space is limited; please register by May 20, 2019. Participants can submit questions through the registration link or by emailing training@freedomnetworkusa.org.



100 Day Challenge Underway!

Manistee, Missaukee, and Wexford Counties accepted the 100 Day Youth Homelessness Challenge!

A group of youth and agency staff from multiple partners within the 3 counties attended the goal-setting Launch event in Conway, South Carolina last month.

The Goal:

In 100 days, 64 unstably housed youth and young adults (14-24 years old) who are unaccompanied and/or head of household will be safely and stably housed. 45% will be identified through McKinney-Vento, Department of Health and Human Services, Community Mental Health, and Juvenile Justice. 55% will be identified through the homeless crisis response system.

This is a great opportunity to learn more about youth homelessness and how to reach goals that push us out of our comfort zones and on our way to effectively ending youth homelessness!

Stay tuned for more updates from this exciting initiative!



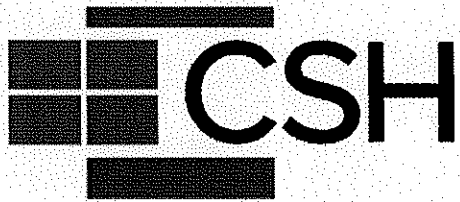
AmeriCorps Program Applications Available!

MCAH is now accepting host site applications for Michigan's Campaign to End Homelessness AmeriCorps Program for the 2019-2020 service year!

Watch this recorded webinar for an introduction to the AmeriCorps program, including member service activities and key program policies.

You can click [here](#) to download the request for proposals.

Applications are due no later than Friday, May 24.
Contact Kelli Beavers for additional information.



Successful Supervision: Overseeing Housing Case Management

Attention all supervisors of service providers! Registration is open for our course on Successful Supervision of Housing Case Managers. Topics include: management through a trauma-informed lens, best practices for hiring and retaining staff, structuring supervision meetings, crisis planning, and tracking outcomes.

Supervising Housing Case Managers: May 28, 2-3:30 pm ET

Supervision Meetings: June 4, 2-3:30 pm ET

Staff Hiring, Retention, and Recognition: June 11, 2-3:30 pm ET

Tracking Data: June 18, 2-3:30 pm ET

Policies, Procedures, & Safety Planning: June 25, 2-3:30 pm ET

You can register for the course [here](#)!



Housing Quality Standards (HQS) Training

NEW DATES ADDED!

MSHDA is pleased to offer HQS training opportunities! If you are interested, please email Ann Mueller (MSHDA Resource Specialist) to reserve your spot at one of the following locations:

Detroit - May 22-23
Grand Rapids - May 29-30

Opportunities to Connect with the BoS CoC

Local Planning Body (LPB) visits from the BoS CoC Coordinator

Christina Soulard, BoS CoC Coordinator,
is planning visits to LPBs in 2019 and offering presentations
and training options on a variety of topics.

If your LPB is interested in a visit,
please follow this link to complete a survey!

Check out the latest updates on the BoS CoC website!

- The Meetings page is updated with information about this week's Governance Council meeting
- Be sure to visit the Resources page for the OrgCode training and Q&A session recordings (plus other great materials for your staff and community!)

Watch this space for regular website updates!

BoS CoC Committees Need You!

The BoS CoC has multiple Committees that are always in need of new members. **Anyone can be a Committee member!**

Want to be a part of something more?

Help influence BoS CoC policy and performance?

Make a greater difference for your Local Planning Body or Region?

Join a Committee!

Visit the BoS CoC website for more information about Committees, plus contact information for Committee Chairs.

Miss last month's Governance Council Meeting?

You can register to attend or catch a previous recording of the monthly Governance Council meeting on the BoS CoC website. You'll also find agenda, minutes, and links to any other information shared!

Upcoming Events

FY19 HUD CoC Renewal Project Local Application Webinar:

- Monday, May 20 at 1:30pm
- For permanent housing projects awarded in the FY18 HUD CoC competition
- You can register here to attend!

Performance and Outcomes Committee Meeting:

- Wednesday, May 22 at 9am
- You can register here to attend!
- Please contact Committee Chair, Alice Stone, with any questions.

Finance Committee Meeting:

- Friday, May 24 at 9am
- You can register here to attend!
- Please contact Committee Chair, Denise Cornelius, with any questions.

Christina Soulard
Coordinator, Balance of State Continuum of Care
miboscoc.com

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Thu, May 16, 2019 at 11:23 AM



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BoS CoC Weekly Update: 7/10/19

14 messages

MIBOSCOC Coordinator <coordinator@miboscoc.com>

Wed, Jul 10, 2019 at 1:18 PM

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**MICHIGAN
BALANCE OF STATE
CONTINUUM OF CARE**



Your Weekly Balance of State CoC Update

FY19 HUD CoC Competition is Open!

The FY19 HUD CoC Competition is open and the Notice of Funding Availability (NOFA) is available for review.

Click here for more information from HUD on this announcement.

The BoS CoC has the opportunity to gain funding through any successful Bonus Project applications (including projects designed to serve Domestic Violence populations).

Is your agency interested in applying for HUD CoC funding?

Any agency that meets HUD eligibility is able to apply for New Projects and Bonus Projects.

New, Bonus, and Infrastructure (HMIS, Coordinated Entry) local applications will be made available on the BoS CoC website on Friday, July 19.

New, Bonus, and Infrastructure Local Applications
Deadline: Friday, August 16 at 5pm

Want to learn more?

New, Bonus, and Infrastructure Local Application Webinar
Friday, July 19 at 10am

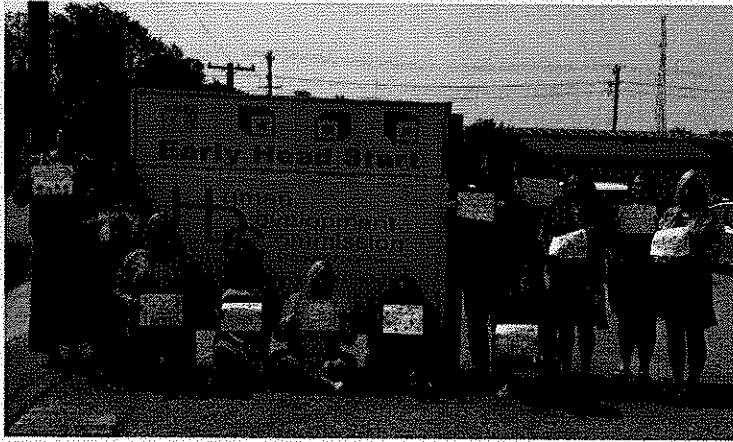
This webinar will be recorded
and posted to the BoS CoC website.

You can register here!

*See the BoS CoC website for all updated information,
including an updated timeline for the local process
and all actions completed by the CoC and its applicants.*

Reminder: BoS CoC Governance Council Meeting Tomorrow!

You can find all meeting materials posted on the BoS CoC website. You can register here!



Week of Action: Giveaway!

*Congratulations to our winners at the
Human Development Commission!*

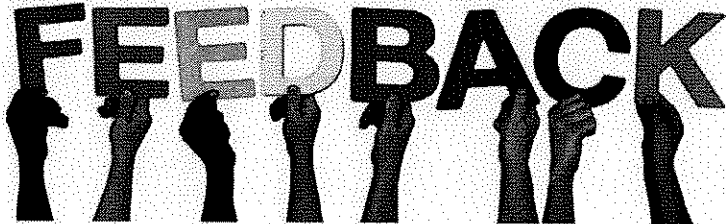
Help your agency or team show its support for affordable housing!

The BoS CoC is hosting a giveaway of items that you can display at your agency or office (or give to those you serve) that says you support more affordable housing.

To Enter:

1. Take a picture of yourself or your team with a sign that says, "I Support Affordable Housing Because _____" and fill in the blank with your reason for more affordable housing.
2. Email the picture to the BoS CoC Coordinator.

Prizes are still available and pictures will be shared as part of our weekly email updates!



Your Voice is Needed!

Rural-Focused Tools and Products from HUD

HUD is seeking feedback from rural communities to determine which tools and products they will develop next. Michigan needs complete representation on this opportunity - this includes you!

Fill out this short survey and email it here.

Don't delay - responses are needed by Friday, July 12!



HUD Funding Announcements

Visit the links below to find out more information about these recent HUD Notice of Available Funding (NOFA) announcements!

Specialized Housing and Services for Victims of Human Trafficking NOFA

- Technical Assistance Application - Due August 30, 2019
- Program Application - Due October 30, 2019
- Eligible Applicants: State, county, city, or township governments; Special district governments; Public and state controlled institutions of higher education; Native American tribal organizations (other than Federally recognized tribal governments); Nonprofits having a 501(c)(3) status with the IRS (other an institutions of higher education); Private institutions of higher education; For profit organizations other than small businesses; Small businesses

FY 2019 Mainstream Voucher Program NOFA

- Application - Due September 5, 2019
- Eligible Applicants: Public Housing Authorities, Indian Housing Authorities



Homeless Summit Registration Open! *Wednesday, October 2 - Thursday, October 3* *Blue Water Convention Center, Port Huron*

Registration is now open for the 2019 Homeless Summit. From now to July 31, you can register at the early bird rate of \$150! There is also a block of rooms reserved at the on-site hotel, Doubletree by Hilton. You can secure your room using this link. Contact Becky Search with any questions.

You can register here to attend!

Seeking Nominations for the

Carla Javits Award

The Carla Javits award honors the hard work and commitment of a dedicated individual who embodies the defining characteristics possessed by the people and organizations that are immersed in Michigan's Campaign to End Homelessness. This award is given out each year at the Summit to a deserving member of the Campaign as an acknowledgement of exemplary work being done to help Michigan reach its goal of ending homelessness.

You can complete this nomination form and submit it to Becky Search!
All nominations are due no later than Friday, August 9.

Save the Date! **3rd Annual HIV and Housing Summit**

Wednesday, November 6, 2019
8am to 4:30pm

Suburban Collection Showplace - Novi, MI

More details coming soon!



Join the HMIS End Users Meeting - Exclusively for Balance of State!

The HMIS Users and Agency Administrators Meetings are monthly discussions between MCAH and Balance of State members. The meetings cover important topics like system and policy updates, best practices, local activities, and more!

*Data reporting and analysis is only growing in importance
for all Local Planning Bodies and service providers.
Make sure you and your team stay on top of the
latest news and updates!*

Register here today!



Registration Open!
2019 NHSDC Fall Conference
October 15-17, 2019
Austin, TX

The National Human Services Data Consortium (NHSDC) is a collaborative organization that understands the importance of data quality and the value of using valid and reliable data for community planning and performance measurement. NHSDC has worked for over 13 years to deliver conferences that allow Homeless Management Information System (HMIS) professionals to share ideas, current challenges, and best practices while developing a critical network of peer support.

The fall conference is a three day event with a pre-conference institute and two main conference days. NHSDC will provide high-quality content through their normal solicitation process. HUD will offer a half-day pre-conference institute and 8 sessions during the conference on key topics and issues that are featured in the SNAPS Data TA Strategy.

*This is a great opportunity for HMIS Agency and System Administrators to hear about national best practices regarding data, monitoring, and reporting!
Click [here](#) for more information about registration!*



Best Practices for Setting Up and Completing the CAPER

Tuesday, July 30 at 1pm EST

You must have a HUD Exchange account to register.
Follow these instructions for registering, then register [here](#).

HUD is pleased to announce a webinar on the best practices for setting up and completing the Consolidated Annual Performance and Evaluation Report (CAPER) in the eCon Planning Suite. The webinar is currently scheduled to take place on July 30, 2019, at 1:00 PM EDT.

This 90-minute webinar will focus on:

- The process, requirements, and best practices for setting up and completing the CAPER in the eCon Planning Suite
- The relationship the CAPER has with the Strategic Plan, the Annual Action Plan (AAP), and other Activity Accomplishment screens of Integrated Disbursement and Information System (IDIS)
- An overview of steps grantees must take prior to creating the CAPER template

Participants will have opportunities to submit questions to HUD and technical assistance providers.

MDHHS Housing and Homeless Services Training E-Bulletin

Click [here](#) for the latest training e-bulletin from MDHHS!
If you'd like to be added to the mailing list for these announcements, contact Jeanine Yard, Training Coordinator for the MDHHS Housing and Homeless Services Division.



Introduction to Fair Housing July 18 at 3:00PM ET

Fair Housing is the right for all people to live wherever they choose, to have access to housing (seek, purchase, sell, lease or rent) and enjoy the full use of their homes without unlawful discrimination, interference, or intimidation.

Join CSH for a live webinar on Fair Housing on July 18 at 3:00PM ET where we will define Fair Housing key concepts, describe practical applications of Fair Housing in Supportive Housing, and identify significant regulations and laws that address Fair Housing.

[Click here for details on how to register](#)

Billing Medicaid for Supportive Housing Services Two-Part Series + Office Hours What You Need to Know

Learn about the current role of Medicaid in supportive housing and community integration. For supportive housing providers, this **two-part webinar series** outlines general steps for billing Medicaid for services and includes a self-assessment for agencies interested in accessing those resources.

Part 1, Medicaid 101, July 31, 2-3:30pm ET: Provides a high-level, historical overview of Medicaid while addressing the landscape of Medicaid reimbursement in light of health care policy and Medicaid Expansion. The session will touch on the current climate and upcoming changes proposed by the federal government.

Part 2, Becoming a Medicaid Billing Agency, August 7, 2-3:30pm ET: Helps supportive housing providers identify how to bill Medicaid. Includes an agency self-assessment to guide your exploration.

Office Hours, August 8, 1-2pm ET: After the course sessions are complete, you'll get access to our trainers through office hours where you can ask specific questions about your state or seek additional information.

You can register for the course here!



National Alliance to END HOMELESSNESS

Blog Update: The 2019 NOFA is Here!

Last week, the U.S. Department of Housing and Urban Development (HUD) posted the 2019 CoC Notice of Funding Availability (NOFA).

The programs funded by this NOFA continue to be the most important tools for building local systems that identify everyone who becomes homeless, keeps them safe, and helps them get back into housing quickly.

Read the Alliance's analysis of this year's NOFA >>>

Affordable Housing - Get the Facts

In recent weeks, there's been increasing urgency and attention to the nation's affordable housing crisis. The release of the National Low Income Housing Coalition's new Out of Reach report adds new context on this national emergency. What is the extent of this crisis, and how does it affect our work to end homelessness? Check out resources from the Alliance and our partners to learn more.

Read the 2019 Out of Reach Report >>>

Learn more about the need for affordable housing >>>

Check out the latest updates on the BoS CoC website!

- A new page is available for Local Planning Bodies! Resources include worksheets for guided discussion and infographics.

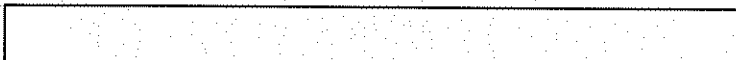
Watch this space for regular website updates!

Opportunities to Connect with the BoS CoC

Local Planning Body (LPB) visits from the BoS CoC Coordinator

Christina Soulard, BoS CoC Coordinator, is planning visits to LPBs in 2019 and offering presentations and training options on a variety of topics.

If your LPB is interested in a visit, please follow this link to complete a survey!



BoS CoC Committees Need You!

The BoS CoC has multiple Committees that are always in need of new members. **Anyone can be a Committee member!**

Want to be a part of something more?

Help influence BoS CoC policy and performance?

Make a greater difference for your Local Planning Body or Region?

Join a Committee!

Visit the BoS CoC website for more information about Committees, plus contact information for Committee Chairs.

Miss last month's Governance Council Meeting?

You can register to attend or catch a previous recording of the monthly Governance Council meeting on the BoS CoC website. You'll also find agenda, minutes, and links to any other information shared!

Upcoming Events

Governance Council Meeting:

- Thursday, July 11 at 10am
- You can register here to attend!

Domestic Violence Subcommittee Meeting:

- Thursday, July 11 at 12:30pm
- You can register here to attend!
- Please contact Coordinator, Christina Soulard, with any questions.

Finance Committee Meeting:

- Monday, July 15 at 10am
- You can register here to attend!
- Please contact Chair, Denise Cornelius, with any questions.

HUD CoC Application and Evaluation Committee Meeting:

- Monday, July 15 at 1pm
- You can register here to attend!
- Please contact Chair, Lori Pieri, with any questions.

HUD CoC - New, Bonus, and Infrastructure Applications Webinar:

- Friday, July 19 at 10am
- You can register here to attend!
- Please contact Coordinator, Christina Soulard, with any questions.

Christina Soulard
Coordinator, Balance of State Continuum of Care
miboscoc.com

Ph: 517.241.0876
Alt. Email: soulardc@michigan.gov

Mail Delivery Subsystem <mailer-daemon@googlemail.com>
To: coordinator@miboscoc.com

Wed, Jul 10, 2019 at 1:18 PM



FY 2019 HUD CoC Program Competition: *Local Competition Overview*

The Balance of State Continuum of Care (Continuum) invites applications under HUD's FY 2019 Continuum of Care (CoC) Program for renewal, new, and bonus projects at this time. The opening of this local competition for projects serving Michigan's Balance of State counties is in accordance with the Notice of Funding Availability (NOFA) for the 2019 Continuum of Care Program by the U.S. Department of Housing and Urban Development.

CoC PROGRAM PURPOSE AND OBJECTIVES

The purpose of the CoC Program as established by the U.S. Department of Housing and Urban Development (HUD) is to:

- Promote community-wide commitment to the goal of ending homelessness
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- Promote effective utilization of mainstream programs by homeless individuals and families
- Optimize self-sufficiency among individuals and families experiencing homelessness
- Provide funding to support the CoC structure and process

FY 2019 CoC APPLICATION TIMING

At this time, the Continuum will concurrently consider both renewal project applications as well as new projects (from reallocated funding) and bonus projects. These instructions and applications are published on the Continuum website.

The Continuum will submit one collaborative "Continuum of Care Application" for 2019 - the portion of the Continuum's application that reflects community-wide planning and performance. The score received for this application will be applied to funding requested for FY 2019 funds. It is expected that by September 30, 2019, the Continuum will submit completed HUD Project Applications and Priority Listings for the FY 2019 CoC Program competition. A more detailed timeline can be found on page 10 of this document.

HUD FUNDING AMOUNT

For FY 2019 renewal projects, the Continuum is eligible to apply to HUD for the Annual Renewal Demand (ARD). The ARD is the total sum of all renewal projects eligible for renewal. This amount will be shared once it is confirmed by HUD.

HUD will continue to require projects be ranked in two (2) tiers representing financial thresholds. It is possible that lower scoring Collaborative Applicants will not have all projects ranked in the second tier funded. CoC Planning is not ranked again this year, and therefore the funds are not included in either Tier.

Any agency interested in voluntarily reallocating funding to better reach the goal of ending homelessness is encouraged to create a new project that will better achieve that goal. The types of new projects allowed are outlined in the *FY 2019 NOFA FR-6300-N-25* (<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>). These are: new permanent supportive housing projects that serve chronically homeless individuals and families, or meet the criteria of "DedicatedPLUS"; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness, residing in a transitional housing unit within a joint RRH/TH project; or receiving services through a VA funded homeless assistance program; new projects for dedicated HMIS; or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems; and Joint Transitional Housing and Rapid Re-Housing (TH and RRH). (See page 7 of this document for more detail.)

Depending on funding availability, more than one PH Bonus project may be submitted to HUD by the CoC. Allowable Bonus Projects are the same as noted above and are defined in the NOFA section V.B.3 (page 29 of the NOFA) .

For the second year in a row, HUD made available additional Bonus funding specifically for Domestic Violence (DV) projects. The FY 2019 HUD Appropriations Act provides up to \$50 million nationally for "rapid re-housing projects and supportive service projects providing coordinated entry and for eligible activities that the Secretary determines are critical in order to assist survivors of domestic violence, dating violence, and stalking". CoCs are able to apply for a DV Bonus for PH-RRH projects, Joint TH and PH-RRH component projects, and SSO projects for coordinated entry. See page 7 of the NOFA for more details.

Additionally, existing renewal projects may apply as a Transition Grant (changing from one component type to another component type) or complete a Consolidation (consolidating two or more projects from the same recipient with the same component type). Renewal projects can also apply as an Expansion to add funding to grow their renewal projects without being required to submit the existing project for reallocation as a new project. In all cases, interested applicants should complete the renewal application for their existing project as well as a new project application for the additional amount or the change they seek. If both are approved and submitted to HUD by the Continuum, and HUD awards both grants, HUD will merge both requests into the one existing project after the conditional award has been granted. See pages 8, 18, and 20 of the NOFA for more details.

Agencies wishing to reallocate and apply as a new project or wishing to submit a bonus project application have the ability to do so at this time. All agencies considering applying for a new project should familiarize themselves with HUD threshold requirements that can be found in the FY 2019 NOFA on <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

HUD PROJECT SELECTION PRIORITIES

Given the limited availability of funding, HUD asks communities to ensure CoC resources are used in the most strategic way possible.

HUD's Homeless Policy and Program Priorities this for the FY 2019 are as follows, not in order of importance:

- Ending Homelessness for All Persons
- Creating a Systemic Response to Homelessness
- Strategically Allocating and Using Resources
- Using an Evidence-Based Approach
- Increasing Employment
- Providing Flexibility for Housing First with Service Participation Requirements

Communities receiving higher scores on the FY 2019 CoC Application will be in the strongest position to have Tier 2 projects and PH Bonus projects funded. The selection process will seek to maximize the community's ability to secure and retain funds by ranking projects in line with HUD priorities. To receive priority ranking, any submitted Bonus Project application (including Domestic Violence Bonus Projects) must:

- demonstrate coverage for all of the Balance of State in accordance with data-identified need or
- use data to prove a designated area of high need in comparison to the rest of the Balance of State and for which the proposed project will provide resources in accordance to the need.

DEVELOPMENT OF LOCAL PRIORITY LISTING

The Continuum's HUD CoC Application and Evaluation Committee is responsible for reviewing all applications and making funding recommendations to the Governance Council for approval. The committee is responsible for determining ranking, or Priority Listing, of the HUD CoC projects to be included in the application.

Further information regarding eligible applicants and projects; grant terms; and project evaluation criteria and ranking is detailed in subsequent sections of this document. Local priorities will focus on funding for permanent housing programs and infrastructure that are essential to helping people experiencing homelessness obtain permanent housing as quickly as possible and with appropriate levels of services to support housing stability, as well as building available housing resources for target populations.

The HUD CoC Application and Evaluation Committee currently consists of representatives from the following organizations: Capital Area Community Services, Chippewa-Luce-Mackinac Community Action Agency, Community Action of Alger/Marquette, HOME of Mackinac County, Homeless Action Network of Detroit, Housing Services Mid Michigan, Lakeshore Housing Alliance, Michigan State Housing Development Authority, and Northwest Michigan Community Action Agency.

Further information regarding eligible applicants and projects; grant terms; and project evaluation criteria and ranking is detailed in subsequent sections of this document.

PROJECT MATCH REQUIREMENTS

All eligible funding costs except leasing must be matched with no less than a 25% cash or in-kind match. Project administration must be matched. For further information, see 24 CFR 578.73.

REQUEST FOR PROPOSAL SUBMISSION

Applicants must submit to the Continuum a completed Local Application Form in the manner detailed below. Further, for an application to be considered complete, an applicant must also submit a project application via HUD's eSNAPS system (see #2 in this section).

- 1) Local Application Form. Applicants are to complete the Local Application Form electronically. Handwritten forms will not be accepted. The form is locked, meaning answers must be contained within the space allowed. Click inside the boxes to respond, and tab to move to the next required field. To check a box, simply click inside the shape.

All questions within the application pertaining to data or outcomes reference either the Annual Performance Report (APR) or CAPER in HMIS, or funding tracked in eLOCCS. Applicants should use reports for the last completed funding year for the project. Projects that had not completed a full year of operation by this application due date will submit reports for the last completed funding year on a similar project. Domestic Violence service providers should use data from a system comparable to HMIS.

E-mail the completed application and all required attachments to coordinator@miboscoc.com. You will receive a reply confirming the application was received. Please note this response confirms receipt only. No review will have occurred at this point.

Local Application forms are to be saved as Word Documents or saved pdf documents. Files should be saved by the name: "AgencyNameProjectNameLocal19" wherein the Agency and Project names should be inserted where indicated.

- 2) eSNAPS. In addition to the Local Application, Project Applications (formerly known as Exhibit 2) are required be entered into the electronic grants management system managed by HUD's Office of Special Needs Assistance Programs known as eSNAPS. If the agency is new to eSNAPS or if there are staff within the agency who require access, guidance is available on the following HUD website: <https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources/>.

On this site, you will find guidance on:

- Navigating the eSNAPS site
- Adding/Deleting users in eSNAPS
- Obtaining a DUNS number and System Award Manager (SAM) registration

- Ensuring the agency's Code of Conduct is current and posted to the HUD website
- eSNAPS Application forms are to be saved as Word Documents or saved pdf. documents (no scanned documents) should be submitted. Files should be saved by the name: "AgencyNameProjectNameES19" wherein the Agency and Project names should be inserted where indicated.

RENEWAL APPLICATION DEADLINE: 5:00 P.M., FRIDAY, JUNE 7, 2019

**NEW, BONUS, INFRASTRUCTURE APPLICATION DEADLINE:
5:00 P.M., FRIDAY, August 16, 2019**

Late applications will not be accepted.

SIGNATURE

An original signature is not required, but the name and title of the authorized representative must be included on the application.

The Continuum reserves the right to request additional information, as determined necessary, to review any application. All information submitted through this solicitation becomes the property of the Continuum.

QUESTIONS

Please direct questions regarding this application opportunity to:

Christina Soulard
517.241.0876
coordinator@miboscoc.com

There is no guarantee of reply for Renewal Application inquiries made after 5:00 p.m., Wednesday, June 5, 2019. There is no guarantee of reply for New, Bonus, or Infrastructure Application inquiries made after 5:00 p.m., Wednesday, August 14, 2019.

IMPORTANT NOTICE

Applicants are strongly encouraged to review eSNAPS requirements well in advance of the application deadline as there are items (e.g. changing the Authorized Representative) that may require additional processing time.

Further, applicants are strongly encouraged to review HUD's Notice of Funding Availability (NOFA) for the FY 2019 CoC Program Competition and other resources referenced in this document. This document is not intended to serve as a substitute for HUD's NOFA or the CoC Program Interim Rule.

ELIGIBILITY INFORMATION

The CoC Program Interim Rule (24 CFR Part 578) provides detailed information about allowable activities, documentation requirements, and other regulatory requirements with which applicants should be familiar. HUD's FY 2019 NOFA further restricts allowable activities and sets additional requirements. The Interim Rule and NOFA will govern use of all grant funds applied for under this solicitation. Requirements summarized here are not all inclusive. Applicants are strongly encouraged to review the Interim Rule and NOFA directly and in detail.

ELIGIBLE PROJECT APPLICANTS

- Include Continuum member agencies that meet the CoC Program definition of eligible applicant per 24 CFR 578.15 (i.e. nonprofit organizations, States, local governments, or instrumentalities of State or local governments), and public housing agencies, as such term is defined in 24 CFR 5.100. Per the CoC Program Interim Rule, for-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.
- Must have a DUNS number and be registered in the System for Award Management (SAM), formerly Central Contractor Registration (CCR).
- Must meet all statutory and regulatory requirements in the McKinney–Vento Homeless Assistance Act, as amended, and CoC Program Interim Rule.

Renewal Applicants

- Must have a signed CoC Program grant agreement with HUD that will expire between January 1, 2019 and December 31, 2019 for the project for which funds are requested. (Note: Prospective applicants are responsible for knowing when grant terms expire and must anticipate when to apply for renewal funding. If an applicant fails to apply for a renewal in the appropriate year, it will not be eligible for renewal in the next funding competition.)
- May not request more for each renewing project than the FY 2019 Annual Renewal Amount approved by HUD for that project.

ELIGIBLE PROJECTS

Renewal Projects

- Must be included on the Grant Inventory Worksheet (GIW) accepted by HUD as part of the FY 2019 CoC Program registration process.
- May not request total funding in excess of the Annual Renewal Amount approved by HUD for that project in the renewal application. Any additional funding requested must be done through a new project application.
- Are renewable as set forth in 24 CFR 578.33 of the interim rule to continue on-going leasing, operating, supportive services, rental assistance, HMIS, and project administration costs.

New Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for:

- Permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section III.C.2.g. (page 17) of the NOFA or new permanent supportive housing projects where 100% of the beds are dedicated to chronic homelessness;
 - Rapid re-housing projects created for individuals, families, including unaccompanied youth who meet the following criteria: a) residing in a place not meant for human habitation, b) residing in an emergency shelter, c) persons meeting the criteria of category 4 of the definition of homelessness (including fleeing or attempting to flee domestic violence), d) residing in transitional housing funded by a Joint TH and PH-RRH component project, and e) receiving services from a VA-funded homelessness assistance program who are experiencing homelessness and who enter directly from the streets or emergency shelter.
 - Joint TH and PH-RRH projects as defined in Section III.C.2.n. (page 18) of the NOFA to serve homeless families and individuals by offering both components and allowing for participant choice.
 - Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant, and is listed on the HMIS Lead form in the CoC Applicant Profile in eSNAPS.
 - Supportive services only project to develop or operate a new centralized or coordinated assessment system.
- May only be created through reallocation of dollars from existing CoC Program-funded projects.

Permanent Housing Bonus Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for the first three types of allowed projects listed above under "New Projects".
- New projects created through a permanent housing bonus must meet the project eligibility and threshold requirements established by HUD in Section V. of the NOFA.
- More than one Bonus project may be submitted by the Continuum for FY 2019 funding.

Domestic Violence (DV) Bonus Projects

- Will only be considered from applicants within the FY 2019 Collaborative Application process for:
 - Rapid Re-housing (PH-RRH) projects.
 - Joint TH and PH-RRH component projects as defined in Section III.C.2.n (page 18) of this NOFA.
 - SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or 3 stalking (e.g., to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different)

- CoC may apply to expand an existing renewal project in accordance with Section V.B.3.a.5.b (page 31) of the NOFA, that is not dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that meet the definition of homeless in paragraph (4) of 24 CFR 578.3 to dedicate additional units, beds, persons served, or services provided to existing program participants to this population.
- DV Bonus projects will be reviewed for eligibility and threshold requirements and will be selected based on the CoC Application score plus other criterion specified in Section II.B.10.e (page 11) of the NOFA.

GRANT TERM

All renewal project applications, including rental assistance, are limited to 1-year grant terms and 1-year of funding. The initial grant term for new projects created through reallocation can vary. Refer to the NOFA for detailed information (Section V, page 24).

PROJECT REVIEW AND RANKING

All applicants/projects must meet basic threshold requirements. The Continuum reserves the right to reject any application that is not consistent with the CoC Program Interim Rule and/or the FY 2019 NOFA.

PROJECT EVALUATION CRITERIA

Local project evaluation criteria are guided primarily by relevant HUD policy priorities and Application Review Criteria identified in the FY 2019 NOFA. The specific criteria that will be used are reflected in the New and Bonus Project Application and Scorecard.

PROJECT RANKING

Once applications are reviewed and scored using the above-described criteria, projects will be ranked by score and HUD Policy Priorities. Adjustments may be made to the rankings to:

- Maximize funds for projects identified in Tier I.
- Ensure adequate resources for system infrastructure by ranking HMIS and Coordinated Entry projects within Tier I.

RESOURCES

Document Name	Document Link
FY 2019 CoC Funding Process Opening Announcement	https://www.hudexchange.info/news/the-fy-2019-coc-program-competition-opening-and-updates/
FY 2019 CoC Program Competition Notice of Funding Availability (NOFA)	https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/

CoC Program Competition: e-snaps Resources	https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/
Continuum of Care Program: Interim Final Rule	https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/



MI-500 - MICHIGAN BALANCE OF STATE COC FY 2019 HUD COC PROGRAM COMPETITION

Contact Information

MI Balance of State Continuum of Care (BoS CoC):

- Tina Allen (Chair) chair@miboscoc.com (231) 499-1213
- Christina Soulard (Coordinator) coordinator@miboscoc.com (517) 241-0876

HUD Representative:

- Kathleen Hines kathleen.j.hines@hud.gov

Resources

Balance of State CoC Webpage: www.miboscoc.com

HUD CoC Competition Webpage: To be updated upon release of NOFA

ALL DATES ARE SUBJECT TO CHANGE

ACTION	ENTITY RESPONSIBLE	TIMEFRAME/ DUE DATE
FY2019 CoC Program Registration – Changes to Registration Due	Coordinator	3/14/19
SNAPS Office sends GIW (with a copy to BoS CoC project recipients)	HUD	4/8/19
BoS CoC sends reconciled GIW to the HUD local field office	Coordinator	4/17/19
Recruit Project Review Team using guidance from HUD CoC Application and Evaluation Committee	Coordinator and HUD CoC Application and Evaluation Committee	April 2019
Review of current application and scoring methodology	Coordinator and HUD CoC Application and Evaluation Committee	April 2019
Funding priorities recommended	HUD Application and Evaluation Committee	May 2019
RENEWAL APPLICATIONS		
BoS CoC hosts meeting with renewal recipients to review Renewal Application and Scoring (posted to website following)	Coordinator	5/20/19
Renewal Applications are submitted to the Coordinator	Project Recipients	6/7/19
Renewal Applications are assembled and forwarded to HUD CoC Application and Evaluation Committee for review and score	Coordinator	6/10/19
Review and scores for Renewal Applications are completed by the HUD CoC Application and Evaluation Committee	HUD CoC Application and Evaluation Committee	7/12/19

BoS CoC HUD CoC Application and Evaluation Committee meets to review and confirm Renewal project scores and reallocation	HUD CoC Application and Evaluation Committee	7/15/19
BoS CoC Executive Committee reviews Renewal project scores and reallocation	Executive Committee	7/16/19
Notice of project scores and reallocation sent to Renewal Applicants	Coordinator	7/17/19
Deadline for Renewal Application score appeals to be submitted to the Coordinator	Project Recipients/Applicants	7/22/19
Renewal appeals reviewed by HUD CoC Application and Evaluation Committee; response to applicants confirmed	HUD CoC Application and Evaluation Committee	7/25/19
Written notification of Renewal Application score appeals decision provided to project recipients	Coordinator	7/26/19
NEW/BONUS APPLICATIONS		
BoS CoC hosts meeting with applicants to review New/Bonus Application and Scoring (posted to website following)	Coordinator	7/19/19
New/Bonus Applications are submitted to the Coordinator	Project Recipients/Applicants	8/16/19
New/Bonus Applications are assembled and forwarded to HUD CoC Application and Evaluation Committee for review and score	Coordinator	8/19/19
Review and scores are completed by the HUD CoC Application and Evaluation Committee for New/Bonus Applications	HUD CoC Application and Evaluation Committee	8/23/19
BoS CoC HUD CoC Application and Evaluation Committee meets to review and confirm New/Bonus Application scores	HUD CoC Application and Evaluation Committee	8/26/19
BoS CoC Executive Committee reviews New/Bonus Application scores	Executive Committee	8/27/19
Notice of project scores sent to New/Bonus Applicants	Coordinator	8/28/19
Deadline for New/Bonus Application score appeals to be submitted to the Coordinator	Project Recipients/Applicants	9/2/19
New/Bonus Application appeals reviewed by HUD CoC Application and Evaluation Committee; response to applicants confirmed; recommended project ranking	HUD CoC Application and Evaluation Committee	9/3/19
Written notification of New/Bonus Application appeals decision provided to project applicants	Coordinator	9/4/19
ALL APPLICATIONS		
Verification that all HUD Project Applications have been completed and submitted in <i>e-snaps</i> is done	Coordinator	8/19/19
All project applications reviewed in <i>e-snaps</i> for possible error; communication sent to recipients and applicants	Coordinator	8/30/19
BoS CoC Executive Committee reviews recommended project ranking	Executive Committee	9/3/19
Notice of project ranking sent to BoS CoC membership	Coordinator	9/4/19

Project ranking for FY 2019 HUD CoC Program Competition is finalized at September BoS CoC Meeting (posted to website following)	BoS CoC	9/12/19
Drafted BoS CoC application posted to website for review and comment	Coordinator	9/13/19
Project Prioritization is completed in <i>e-snaps</i>	Coordinator	9/16/19
BoS CoC application is competed in <i>e-snaps</i>	Coordinator	9/18/19
Deadline for public review and comment on BoS CoC application	BoS CoC	9/19/19
Final BoS CoC application package is submitted in <i>e-snaps</i> ; shared with BoS CoC project recipients/applicants and posted on BoS CoC webpage	Coordinator	9/30/19



FY2019 HUD COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
Permanent Housing Projects

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Project Type (check one):

- ☐ Permanent Supportive Housing
- ☐ Rapid Re-Housing
- ☐ Joint Transitional Housing / Permanent Housing – Rapid Re-Housing

Renewal Application Option (check one):

- ☐ Standard Renewal (no change from FY18)
- ☐ Consolidation (must complete New Project Application in addition)
- ☐ Transition (must complete New Project Application in addition)
- ☐ Expansion (must complete New Project Application in addition)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

GENERAL PROJECT INFORMATION

1a. Provide a narrative describing the purpose and design of this project. Responses should detail the goals of the project, the target population for the project, and how participants are served within the project. (500 word limit)

Click or tap here to enter text.

1b. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. If the renewing project does not have a completed project year, provide a narrative response based on all completed quarters of the project year. (500 word limit)

Click or tap here to enter text.

1c. Using the chart below, indicate the county or counties served by this project, the number of households planned for service in each county, and the number of households actually served per the last completed project year or all completed quarters of the current project year. If the renewing project does not have a completed project year, indicate the planned number of units per county and the actual number served as of the date of this application.*

County	Planned Households	Actual Number Served
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

Provide an explanation if the number of households planned is less than the actual number served.

Click or tap here to enter text.

2. Has the project had any significant changes since the last funding approval?

Yes/No If "yes", complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons/households served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		

<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: Click here to enter text.		
If change was made, include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

3. Does this project have any subrecipients? If so, please list subrecipients, geographic area of service, number of households to be served, and amount of funding allocated to the subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

SECTION I: Project Effectiveness

4. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at turnover (Dedicated Plus for chronically homeless only).

	Number of Units	
	Dedicated	Dedicated Plus
Veterans	Click here to enter text.	
Chronically Homeless	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	
Youth	Click here to enter text.	
Domestic Violence	Click here to enter text.	

5. Low Barrier

Which of the following will prohibit potential participants from being accepted into this project?	
Having too little or not enough income	<input type="checkbox"/>
Active substance use or history of substance abuse	<input type="checkbox"/>
Having a criminal record (other than for state-mandated restrictions)	<input type="checkbox"/>
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

6. Housing First

Which of the following criteria are used to exit participants from this project?	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Failure to participate in any other activity not typically covered in a lease agreement	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. [Click or tap here to enter text.](#)

7a. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. Did the project take 100% of all referrals from the Coordinated Entry System in the past project year? Yes/No

7b. Within the last complete project year, how many referrals from the Coordinated Entry System were received by this project? How many referrals from the Coordinated Entry System were ultimately not served by this project? What was the rationale for not serving these referrals? (500 word limit)

[Click or tap here to enter text.](#)

8. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

[Click or tap here to enter text.](#)

Efficient Use of Funding

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

9. What was the project's unit utilization rate? Please use the last completed project year or all completed quarters from the current project year. (Average of Utilization Rate – Point-in-Time Count of Households on Last Wednesday in APR Q8b [or for Persons, Q7b]; see Detailed Instructions)

[Click here to enter text.](#)

10. Does the applicant anticipate unexpended project funds at the expiration of the current project year? Yes/No

If yes, how much? [Click or tap here to enter text.](#)

11. In the last 3 years, did the applicant have any unexpended funds for any BoS CoC HUD CoC project – regardless of project type – at the expiration of the project year? (Please exclude the most recent project year for the project that is the subject of this renewal application. This information will be received in question 12.) Yes/No

If yes, how much? (Note HUD CoC Competition year and project name)

Click or tap here to enter text.

12. Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application. **Documentation of the eLOCCS balance is required as an attachment to this application.**

a. Total amount authorized within eLOCCS	Click here to enter text.
b. Remaining balance in eLOCCS	Click here to enter text.
c. Percentage recaptured Divide answer b. by answer a. and multiply by 100	Click here to enter text.

13. Were drawdowns made to eLOCCS at least quarterly? **Yes/No**

If drawdowns did not occur at least quarterly, what does the applicant intend to improve through the next project year to address this requirement?

Click or tap here to enter text.

14. It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with low utilization rates and significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

If this project was not fully utilized or expended, will the applicant voluntarily reallocate at least a portion of the project? If so, what portion of funding and service area would the applicant choose to retain and serve as effectively as possible?

If the applicant does not wish to voluntarily reallocate, describe how this project will improve utilization and/or drawdowns to the benefit of the community or communities served. (500 word limit)

Please note: Voluntary reallocation may result in additional application materials requested by the HUD CoC Application and Evaluation Committee. Refer to the Renewal Detailed Instructions and Voluntary Reallocation Consideration Guide for more information.

Click or tap here to enter text.

HMIS Participation

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

15. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values from the last completed project year or all completed quarters from the current project year (APR Q06):

Data Quality Element APR 6a.-6d.			
Number of elements with 5% or less null or missing values			
DQE 6a.	DQE 6b.	DQE 6c.	DQE 6d.
Choose an item.	Choose an item.	Choose an item.	Choose an item.
Total the numbers above, divide by 16, multiply by 100 for a percent: Click here to enter text.			

Optional narrative: Click or tap here to enter text.

HUD Monitoring

16a. Does the recipient have any HUD monitoring findings in any of the applicant's projects? **Yes/No**

If yes, explain below findings in detail for the HUD CoC Application and Evaluation Committee. Include details on the nature of the finding, resolution and corrective actions taken, if any.

Click here to enter text.

16b. Has the applicant been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, applicant's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, provide most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, applicant's response to any findings, documentation from entity that finding or concern has been satisfied, and any other relevant documentation.

Impact on Homelessness

17. Is this project the only CoC funded project with dedicated beds to a particular target population?
Answered by the HUD CoC Application and Evaluation Committee based on all applications submitted for this NOFA.

18. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available:

Would this project accept additional funds? ☐ Yes ☐ No

How would additional households be served with these funds?

Click here to enter text.

19. Is the applicant (or identified subrecipient[s]) a member of the Local Planning Body or Bodies served by this project? Yes/No

Complete the "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project (one form per Local Planning Body).

Serving High Need Populations – PERMANENT SUPPORTIVE HOUSING PROJECTS ONLY

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

Using data from the last completed project year or all completed quarters from the current project year, provide responses to the questions below.

20. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR Q18. Value for Adults with No Income at Start divided by Total Adults):

Click here to enter text.

21. What percentage of the households served met "hard to serve" criteria defined as having two (2) or more physical or mental health conditions known at start/entry (APR Q13a2. add totals for two and three or more conditions, then divide by total):

Click here to enter text.

22. What percentage of the households served were chronically homeless? (APR Q26a. divide total chronically homeless by total households):

Click here to enter text.

Section II. Project Performance

Performance Data

Expectations for Narrative: If an applicant chooses to include narrative to supplement data provided, it should be a concise explanation that outlines any extenuating circumstances.

Using data from the last completed project year or all completed quarters from the current project year, provide responses to the questions below.

Permanent Support Housing Projects:

23. Length of Stay: Calculate the percentage of leavers that remained in the project more than 180 days (APR 22a1)

Click here to enter text.

24. Exits to Permanent Housing: Calculate the percentage of participants who remained in the project or exited to permanent housing destinations. (Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b + Stayers Q05a/ [Total Served Q05a – Excluded Q23a + Q23b])

Click here to enter text.

25. New or Increased Income and Earned Income

a. What percent of project stayers had new or increased earned income within the project year? (APR 19a1)

Click here to enter text.

b. What percent of project stayers had new or increased other (non-employment) income within the project year? (APR 19a1)

Click here to enter text.

c. What percent of project leavers had new or increased earned income within the project year? (APR Q19a2)

Click here to enter text.

d. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR Q19a2)

Click here to enter text.

Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects:

23. Length of Stay: Calculate the percentage of participants that took 30 days or less from project entry to lease up. (CAPER 22C)

Click here to enter text.

24. Exits to Permanent Housing: Calculate the percentage of participants who exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations* APR Q23a + Q23b / [*Total Leavers* Q05a – *Excluded* Q23a + Q23b])

Click here to enter text.

25. New or Increased Income and Earned Income

a. What percent of project leavers had new or increased earned income within the project year? (APR 19a2)

Click here to enter text.

b. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR 19a2)

Click here to enter text.

Financial Information

PROJECT BUDGET

Complete the chart below for all funds associated with this project.

If this project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Leasing					
Rental Assistance					
Supportive Services					
Operating Costs		+		=	
HMIS					
Project Administration (up to 10%, follow GIW)					
Total Project Cost					

Attachment A

Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Identify all match using the chart below. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations. Worksheet should reflect information in eSnaps application.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Resource	Cash or In Kind	Committed or Planned/Pending	Available (MM/YY)	Amount/Value	% of HUD Project Award
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
			Total match		
					%

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include:

- ☐ #1: Annual Progress Report (APR) for the project's most recent completed contract year, *or* all completed quarters from the current contract year.
- ☐ #2: Line of Credit Control System (LOCCS) report showing drawdowns and final balance
- ☐ #3: FY19 LPB Acknowledgement Form for each Local Planning Body served by this project
- ☐ #4: Project Application submitted in *e-snaps*
- ☐ #5: Documentation of all match

Each applicant must include one of the following two (#6):

- ☐ Monitoring report from US Department of Housing and Urban Development (HUD)
- ☐ Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

If relevant include (#7):

- ☐ A: Organization's response to any findings
- ☐ B: Documentation from HUD (or other entity) that the finding(s) or concern(s) has been satisfied
- ☐ C: Any other relevant documentation
- ☐ D: Written communication to HUD requesting the significant change indicated in question 2.
- ☐ E: HUD's written approval of the change requested in question 2.

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section V.C.1.d. of the FY 2017 General Section.
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections* on all units, at a minimum.
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the Renewal Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- **Applicant Profile**
 - Complete information for the project's applicant. For renewal projects, this would be the project recipient (not subrecipients).
- **Project Type**
 - Select the appropriate project type for the renewal project.
 - Permanent Supportive Housing: "Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability." (HUD Exchange)
 - Rapid Re-Housing: "Emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing." (HUD Exchange)
 - Joint Transitional Housing/Permanent Housing – Rapid Re-Housing: "The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach across the entire project and program participants may only receive up to 24-months of total assistance." (FY2018 HUD CoC Program NOFA)
- **Renewal Project Option**
 - Select the appropriate renewal application option. Definitions from the FY2018 HUD CoC Program NOFA.
 - Standard renewal: No project changes from the FY2018 project.
 - Consolidation: "The process by which two or more projects that are eligible for renewal in the FY2018 CoC Program Competition apply for funding and are combined into a single renewal project upon award."



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Transition: "The ability of renewal projects to transition from one CoC Program component to another during the CoC Program competition."
- Expansion: "The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area."

Page 2:

- Authorized Representative
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

General Project Information

- 1a. Provide a narrative describing the purpose and design of this project. Responses should detail the goals of the project, the target population for the project, and how participants are served within the project. *(500 word limit)*
 - Outline the purpose of the project and the need it fulfills for the geographic area served, including:
 - Goals of the project
 - Target population for the project
 - How (in what ways) participants are served within the project
 - *Why should this project continue to receive funding?*
- 1b. Provide a narrative describing how the project's performance met the plans and goals established in the current project's application, the project's performance in assisting program participants to achieve and maintain independent living, and record of success. If the renewing project does not have a completed project year, provide a narrative response based on all completed quarters of the project year. *(500 word limit)*
 - Outline project performance from the last completed project year or, if the project does not have a completed project year, all completed quarters for the project year. Answers should include:
 - Review of project goals
 - Performance data associated with these goals
 - *What is the proof that this project is creating positive change for households served?*



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 1c. Using the chart below, indicate the county or counties served by this project, the number of households planned for service in each county, and the number of households actually served per the last completed project year or all completed quarters of the current project year. If the renewing project does not have a completed project year, indicate the planned number of units per county and the actual number served as of the date of this application.
 - Detail the county or counties served by this project, the number of households planned for service in the last completed project year, and the number of households actually served in the same contract year.
 - If the project does not have a completed project year, actual number served will be completed as of the date of the application.
 - Please note this in the narrative space provided.
- 2. Has the project had any significant changes since the last funding approval?
 - Using the chart provided, check the box of each item changed. Under “Previous”, note the amount previously approved for the project. Under “New”, note the amount most recently approved for the project. Documentation of change must be included as an attachment to the application.
- 3. Does this project have any subrecipients? If so, please list subrecipients, geographic area of service, number of participants to be served, and portion of funding granted to the subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. This includes:
 - Geographic area of service
 - Number of households planned for service
 - Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 4. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at turnover (Dedicated Plus for chronically homeless only).
 - If the project is dedicated to serving specific populations as listed in the chart, note the number of units dedicated to each population. Projects can also have Dedicated Plus units for chronic homelessness only. More information on Dedicated Plus can be found here [\(https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/\)](https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/).



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 5. Low Barrier
 - Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 6. Housing First
 - Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 7a. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. Did the project take 100% of all referrals from the Coordinated Entry System in the past project year?
 - Select yes if the project serves only households referred by the Coordinated Entry System implemented in the geographic area of service.
 - Select no if the project serves households identified outside the Coordinated Entry System implemented in the geographic area of service.
- 7b. Within the last complete project year, how many referrals from the Coordinated Entry System were received by this project? How many referrals from the Coordinated Entry System were ultimately not served by this project? What was the rationale for not serving these referrals? (500 word limit)
 - Responses will include the following:
 - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service
 - Number of referrals received by the project from the Coordinated Entry System implemented in the geographic area of service but not served by the project
 - Detail why referrals were not served by the project (the rationale)
- 8. What is the prioritization process for households referred to this project? How is it determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)
 - Detail how the project is assured of receiving a prioritized household for service. Use language from the Local Planning Body's prioritization process/policy as support.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

Efficient Use of Funding

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 9. What was the project's unit utilization rate? Please use the last completed project year or all completed quarters from the current project year. *(Average of Utilization Rate – Point-in-Time Count of Households on Last Wednesday in APR Q8b [or for Persons, Q7b])*
 - Run an APR for the last completed project year or all completed quarters if the project does not have a completed project year.
 - If the project's proposed service numbers are for households, go to Q8b (Point-in-Time Count for Households on the Last Wednesday) and identify the numbers listed for January, April, July, and October.
 - Divide each total by the number of households proposed for service in this project. An average of the resulting figures will provide the project's unit utilization rate.
 - If the project's proposed service numbers are for persons, complete the same steps listed above but use Q7b.
- 10. Does the applicant anticipate unexpended project funds at the expiration of the current project? If yes, how much?
 - Select yes if it is anticipated that the project will not fully expend all available project funds by the end of the current project year.
 - Note the amount that is anticipated to be unexpended at the end of the current project year.
 - Select no if it is anticipated that all project funds will be expended by the end of the current project year.
- 11. In the last 3 years, did the applicant have any unexpended funds for any BoS CoC HUD CoC project – regardless of project type – at the expiration of the project year? *(Please exclude the most recent project year for the project that is the subject of this renewal application. This information will be received in question 12.)* If yes, how much? *(Note HUD CoC Competition year and project name)*
 - In 2017, 2018, or 2019, if the applicant had any BoS CoC HUD CoC projects of any type that had unexpended funds, they should be detailed here. Information includes:
 - Under which HUD CoC Competition year the project was submitted
 - The name of the project
 - The total amount of unexpended funds



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Do not include the current or most recently completed project year for the project that this application covers, as this will be the focus of question 12.
- 12. Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application. Documentation of the eLOCCS balance is required as an attachment to this application.
 - Detail eLOCCS information in the chart provided for the last completed project year or, if the project does not have a completed year, the eLOCCS balance for the project as of the date of the application. This includes:
 - The total amount authorized for the project in eLOCCS
 - The remaining balance shown in eLOCCS
 - The percentage of funding recaptured or unexpended for the project
 - Find this figure by dividing the balance by the total and multiplying by 100 ($\% = [b/a] * 100$)
 - Documentation of eLOCCS balance is required as an attachment.
- 13. Were drawdowns made to eLOCCS at least quarterly? If drawdowns did not occur at least quarterly, what does the applicant intend to improve through the next project year to address this requirement?
 - Select yes if drawdowns were completed by the applicant at least once every 3 months within the project year reviewed in question 12.
 - Select no if drawdowns were not completed at least once every 3 months within the project year reviewed in question 12.
 - If no, outline how the applicant will ensure that drawdowns are completed at least once every 3 months in current and future project years.
- 14. It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with low utilization rates and significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

If this project was not fully utilized or expended, will the applicant voluntarily reallocate at least a portion of the project? If so, what portion of funding and service area would the applicant choose to retain and serve as effectively as possible?

If the applicant does not wish to voluntarily reallocate, describe how this project will improve utilization and/or drawdowns to the benefit of the community or communities served. (500 word limit)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Refer to the “FY19 Voluntary Reallocation Consideration Guide” for additional questions to review related to project capacity and utilization.
- If question 9 had a response of less than 80% and/or questions 10 and 11 were answered yes and question 12 had a percentage of recapture greater than 10%, the applicant can respond to question 14 in one of two ways:
 - Voluntary reallocation – The applicant will decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years. Applicant must detail any changes to the following:
 - Geographic area
 - Project type
 - Population served
 - Funding requested
 - Decline voluntary reallocation – The applicant will outline how it will rapidly increase the utilization of the project and fully expend project funds in current and future project years. Applicant must detail how it will improve the following:
 - Organizational capacity (either applicant or subrecipient)
 - Referral process with Coordinated Entry
 - Staff supportive services skill set (case management)

HMIS Participation

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 15. Indicate how many APR Data Quality Elements (DQE) have 5% or less null or missing values from the last completed project year or all completed quarters from the current project year (APR Q06).
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year. Count the number of data elements in each category that have 5% or less null or missing values:
 - Q06a – Personally Identifying Information (PII) has 6 data elements (Name, Social Security Number, Date of Birth, Race, Ethnicity, Gender).
 - Q06b – Universal Data Elements has 5 data elements (Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition).



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Q06c – Income and Housing Data Quality has 4 data elements (Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit).
- Q06d – Chronic Homelessness has 3 data elements but applicant needs to only select the PH or TH element according to the project type. The ES/SH/Street Outreach is not applicable.
- Add together the number of data elements across all categories that are 5% or less null or missing values, divide the number by 16, and multiply by 100 for the percentage ($\% = [\text{total data elements} / 16] * 100$).

HUD Monitoring

- 16a. Does the recipient have any HUD monitoring findings in any of the applicant's projects?
 - Select yes if the applicant has any findings as a result of HUD monitoring.
 - Provide details on the findings, including:
 - Nature of finding
 - Resolution of finding
 - Any corrective actions taken
 - Select no if the applicant has not had any findings as a result of HUD monitoring.
- 16b. Has the applicant been monitored by HUD in the past 3 years?
 - Select yes if HUD has monitored the applicant at any point in the last 3 years.
 - Include attachments to the application from the HUD monitoring:
 - Monitoring report from HUD
 - Applicant's response to any findings
 - Documentation from HUD that finding or concern has been satisfied
 - Any other relevant documentation
 - Select no if HUD has not monitored the applicant at any point in the last 3 years.
 - Provide the most recent monitoring by an entity other than HUD for federal or state funding (i.e. ESG, CDBG, etc) and include the following as attachments to the application:
 - Monitoring report
 - Applicant's response to any findings
 - Documentation from entity that finding or concern has been satisfied
 - Any other relevant documentation

Impact on Homelessness

- 17. Is this project the only CoC funded project with dedicated beds to a particular target population?



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- No response is required from the applicant. The HUD CoC Application and Evaluation Committee will determine this based on all applications submitted for this NOFA.
- 18. Funds that are reallocated may be added to renewal projects to increase the number of households served. If funding is available, would this project accept additional funds? How would additional households be served with these funds?
 - Select yes if the applicant is willing and able to receive additional funding for this project application.
 - Detail the capacity of the applicant to serve additional households with additional funds.
 - Select no if the applicant is unwilling or unable to receive additional funding for this project application.
- 19. Is the applicant (or identified subrecipient[s]) a member of the Local Planning Body or Bodies served by this project?
 - Select yes if the applicant (or any identified subrecipients) is a member of the Local Planning Body or Bodies in which this project would operate and serve.
 - Attach a completed "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project.
 - Select no if the applicant (or any identified subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Serving High Need Populations

This section of questions is only required for Permanent Supportive Housing project applications.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

- 20. What percentage of the households served met "hard to serve" criteria defined as having zero income at start/entry? (APR 18. Value for Adults with No Income at Start divided by Total Adults)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q18, locate the "Adults with No Income" line and identify the number from the "Number of Adults at Start" column for that line
 - Locate the "Total Adults" line and identify the number from the "Number of Adults at Start" column from that line



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$)
- 21. What percentage of the households served met “hard to serve” criteria defined as having two (2) or more physical or mental health conditions known at start/entry (*APR 13.a.2. add totals for two and three or more conditions, then divide by total*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q13a2, locate the “2 Conditions” line and the “3+ Conditions” line and identify the corresponding numbers from the “Total Persons” column for both of those lines.
 - Add together both numbers.
 - Locate the “Total” line and identify the number from the “Total Persons” column for that line.
 - Divide the total from the added numbers by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$).
- 22. What percentage of the households served were chronically homeless? (*APR Q26a divide total chronically homeless by total households*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q26a, locate the “Chronically Homeless” line and identify the number from the “Total” column for that line.
 - Locate the “Total” line and identify the number from the “Total” column from that line.
 - Divide the first number by the second number and multiply by 100 to arrive at the percentage ($\%=[a/b]*100$).

Section II: Project Performance

Performance Data

This section has questions specific to Permanent Supportive Housing Projects and Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects. Applicants should only respond to the questions that correspond to the appropriate project type.

Applicants may choose to include additional narrative to supplement responses related to data or numbers provided in response to a question. There is space for this and applicants are encouraged to keep the narrative focused on necessary explanations and solutions.

Permanent Supportive Housing Projects:



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- 23. Length of Stay: Calculate the percentage of leavers that remained in the project more than 180 days (*APR Q22a1*).
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q22a1, locate the “181 to 365 Days” line and identify the number from the “Total” column for that line.
 - Complete this same step for lines with days greater than 180.
 - Add together the identified numbers for all lines indicated.
 - Locate the “Total” line and identify the number from the “Total” column from that line.
 - Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage ($\% = [a/b] * 100$).

- 24. Exits to Permanent Housing: Calculate the percentage of participants who remained in the project or exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations APR Q23a + Q23b + Stayers Q05a / [Total Served Q05a – Excluded Q23a + Q23b]*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q23a and Q23b, locate the “Total persons exiting to positive housing destinations” lines and identify the numbers in the “Total” column for those lines.
 - In Q05a, locate the “Number of Stayers” line and identify the number for that line.
 - Add together all numbers identified.
 - In Q23a and Q23b, locate the “Total persons whose destinations excluded them from the calculation” lines and identify the numbers in the “Total” column for those lines.
 - Add together both numbers.
 - In Q05a, locate the “Total Number of Persons Served” line and identify the number for that line.
 - From this number, subtract the total from the excluded lines.
 - Divide the total positive housing destinations and stayers number by the result of the formula above. Then multiple by 100 for the percentage ($\% = [a+b+c]/[e-d] * 100$).

- 25. New or Increased Income or Earned Income
 - a. What percent of project stayers had new or increased earned income within the project year? (*APR Q19a1*)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- In Q19a1, locate the “Number of Adults with Earned Income (i.e., Employment Income)” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- b. What percent of project stayers had new or increased other (non-employment) income within the project year? (APR Q19a1)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a1, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- c. What percent of project leavers had new or increased earned income within the project year? (APR Q19a2)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the “Number of Adults with Earned Income (i.e., Employment Income)” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.
- d. What percent of project leavers had new or increased other (non-employment) income within the project year? (APR Q19a2)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.

Rapid Re-Housing or Joint Transitional Housing/Rapid Re-Housing Projects:

- 23. Length of Stay: Calculate the percentage of participants that took 30 days or less from project entry to lease up. (CAPER 22C)
 - Run a CAPER for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In 22C, locate the “22 to 30 Days” line and identify the number from the “Total” column for that line.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Complete this same step for lines with days less than 30.
 - Add together the identified numbers for all lines indicated.
 - Locate the "Total" line and identify the number from the "Total" column from that line.
 - Divide the total from the added numbers by the final number and multiple by 100 to arrive at the percentage ($\% = [a/b] * 100$).
- 24. Exits to Permanent Housing: Calculate the percentage of participants who exited to permanent housing destinations. (*Total Persons Exiting to Positive Housing Destinations* $APR\ Q23a + Q23b / [Total\ Leavers\ Q05a - Excluded\ Q23a + Q23b]$)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q23a and Q23b, locate the "Total persons exiting to positive housing destinations" lines and identify the numbers in the "Total" column for those lines.
 - Add together both numbers.
 - In Q23a and Q23b, locate the "Total persons whose destinations excluded them from the calculation" lines and identify the numbers in the "Total" column for those lines.
 - Add together both numbers.
 - In Q05a, locate the "Number of Leavers" line and identify the number for that line.
 - From this number, subtract the total from the excluded lines.
 - Divide the total positive housing destinations number by the result of the formula above. Then multiple by 100 for the percentage ($\% = [a+b]/[d-c] * 100$).
 - 25. New or Increased Income and Earned Income
 - a. What percent of project leavers had new or increased earned income within the project year? (*APR Q19a2*)
 - Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
 - In Q19a2, locate the "Number of Adults with Earned Income (i.e., Employment Income)" line and identify the number in the "Performance measure: Percent of persons who accomplished this measure" for that line.
 - b. What percent of project leavers had new or increased other (non-employment) income within the project year? (*APR Q19a2*)



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

- Run an APR for the last completed project year or, if the project does not have a completed year, all completed quarters from the current project year.
- In Q19a2, locate the “Number of Adults with Other Income” line and identify the number in the “Performance measure: Percent of persons who accomplished this measure” for that line.

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.
- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the “HUD Requested Funds” column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for “match” under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.



FY2019 HUD COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION DETAILED INSTRUCTIONS

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.



**FY2019 HUD COC PROGRAM COMPETITION
RENEWAL PROJECT SCORECARD
HOUSING PROJECTS**

Applicant and Project Name: Click here to enter text.

Rater Name: Click here to enter text.

Date Reviewed: Click or tap to enter a date.

Project Quality Requirements		
Renewal projects must ensure they continue to meet HUD thresholds for funding.	Maximum Score Possible	PSH – 135 RRH - 105
	Total Project Score	

Please note that the numbered questions on the application correspond with the numbered scoring areas below.

Section I: Project Effectiveness		Possible Points: PSH – 80 RRH – 50 Possible Deductions: -10	Section Score:
5. Does the project qualify as low barrier?			
Answered "None of the Above"		4	
Checked any other boxes		0	
6. Does the project meet all Housing First criteria?			
Answered "None of the Above"		6	
Checked any other boxes		0	
7a. Did the project take 100% of all referrals from Coordinated Entry in the past grant year?			
Yes		2	
No		0	
7b. Percentage of referrals refused by applicant			
10% or less		3	
11% to 25%		1	
"Don't Know" or higher than 25%		0	
Narrative review: Does the narrative warrant further consideration in scoring?			
8. Prioritization and Referral Process			
Proof of Prioritization and Referral Process		5	
No Information Provided		0	
Efficient Use of Funding:			
9. What is the project's utilization rate?			
90% or higher		5	
80%-89%		0	
79% or lower		-5	
Narrative review: Does the narrative warrant further consideration in scoring?			
10. Anticipated recapture			
Yes			Not scored
No			

11. History of recapture (three years)			
No history of recapture	5		
Recapture for each grant listed is less than 10%	0		
Recapture on any grant is greater than 10%	-5		
12. Percent of funding recaptured in last completed grant year			
a. Amount authorized in most recent completed HUD grant year			
b. Remaining balance in eLOCCS			
Less than 10%	5		
More than 10%	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
13. Were drawdowns made at least quarterly?			
Yes	5		
No	0		
Narrative review: Does the narrative warrant further consideration in scoring?			
14. Voluntary reallocation (answered if project was not fully expended)			
Yes, the applicant wishes to voluntarily reallocate		Not Scored	
No, the applicant does not wish to voluntarily reallocate			
N/A			
HMIS Participation			
15. Percentage of APR Data Quality Elements (6a.-6d.) with 5% or less null or missing values			
85% or greater	5		
Less than 84%	0		
HUD Monitoring Findings			
16. Does the recipient have any HUD monitoring findings in any of the agency's projects? If yes, findings must be resolved or explained to the satisfaction of the HUD CoC Application and Evaluation Committee for the application to meet standards.		Standard Met: Yes/No	
Impact on Homelessness			
17. Is this project the only CoC funded project with dedicated beds to a particular target population? (Answered by Project Evaluation based on all applications submitted for this NOFA.)			
Yes		Not Scored Taken into consideration in a tie score situation	
No			
18. Would additional funds be accepted?			
Yes		Not Scored	
No			
19. LPB membership acknowledgement			
Yes	5		
No	0		
Serving High Need Populations – PSH ONLY			
20. What percentage of the households met "hard to serve" criteria defined as having zero income at start/entry? (APR 18)			
80% or more	10		
70%-79%	8		
50%-69%	5		
Less than 50%	0		

<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
21. What percentage of participants met "hard to serve" criteria defined as having two or more physical or mental health conditions known at Start/entry? (APR 13.A.2)		
More than 50%	10	
30%-49%	8	
10%-29%	5	
Less than 10%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
22. What percentage of the households served were chronically homeless? (APR Q26a.)		
80% or more	10	
70%-79%	8	
50%-69%	5	
Less than 50%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		

Section II: Project Performance		Possible Points: 55	Section Score:
Performance Data			
Permanent Supportive Housing			
23. Length of Stay			
Percentage of leavers that remained in project more than 180 days (APR 22a.1)			
95% and more	20		
85%-94%	15		
75%-84%	10		
65%-74%	5		
55%-64%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
24. Exits to Permanent Housing			
Percent who remain in or move to PH			
95% or higher	25		
90%-94%	20		
85%-89%	15		
80%-84%	10		
75%-79%	5		
Less than 75%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			
25. New or Increased Income and Earned Income			
a. Project Stayers: New or increased earned income (APR 19a.1)			
8% and higher	2.5		
5%-7%	1.5		
Less than 5%	0		
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>			

b. Project Stayers: New or increased other (non-employment) income (APR 19a.1)		
50% and higher	2.5	
25%-49%	1.5	
Less than 25%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
c. Project Leavers: New or increased earned income (APR 19a.2)		
8% and higher	2.5	
5%-7%	1.5	
Less than 5%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
d. Project Leavers: New or increased non-employment income (APR 19a.2)		
50% and higher	2.5	
25%-49%	1.5	
Less than 25%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
Rapid Re-Housing		
23. Length of Stay		
Percentage of participants that took 30 days or less from project entry to lease up (CAPER 22C)		
80%-100%	20	
60%-79%	15	
40%-59%	10	
20%-39%	5	
0%-19%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
24. Exits to Permanent Housing		
Percent who exit to PH		
95% or higher	25	
90%-94%	20	
85%-89%	15	
80%-84%	10	
75%-79%	5	
Less than 75%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
25. New or Increased Income and Earned Income		
a. Project Leavers: New or increased earned income (APR 19a.2)		
30% and higher	5	
20%-29%	2.5	
Less than 20%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		
b. Project Leavers: New or increased non-employment income (APR 19a.2)		
10% and higher	5	
5%-9%	2.5	
Less than 5%	0	
<i>Narrative review: Does the narrative warrant further consideration in scoring?</i>		

Section III: Completion of Application		Possible Points: 0	Section Score:
		Deductions: -5	
26. Is the application complete and accurate?			
Yes		0	
No		-5	



FY19 HUD COC PROGRAM COMPETITION NEW/BONUS PROJECT APPLICATION PERMANENT HOUSING PROJECTS

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Check one:

- ☐ Permanent Supportive Housing Dedicated for Chronically Homeless
- ☐ DedicatedPLUS Permanent Supportive Housing
- ☐ Rapid Re-Housing*
- ☐ Joint Transitional Housing-Rapid Re-Housing*

*An * indicates this project type is eligible for the Domestic Violence Bonus*

Check one: ^

- ☐ New Project Application from Reallocated Funds
- ☐ Bonus Project Application
- ☐ Domestic Violence Bonus Project Application
- ☐ Consolidation (must complete Renewal Project Application in addition)
- ☐ Transition (must complete Renewal Project Application in addition)
- ☐ Expansion (must complete Renewal Project Application in addition)

^ The Continuum of Care reserves the right to submit projects as New or Bonus in order to create the strongest Collaborative Application for the entire Continuum of Care.

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

ELIGIBILITY THRESHOLDS

Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a New or Bonus project application for funding.

1. Please indicate by checking the boxes if the applicant has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

b. Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

d. Inadequate financial management or accounting practices within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

e. Evidence of untimely expenditures on prior award;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

☐ Yes ☐ No If yes, please explain: Click here to enter text.

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302? ;

☐ Yes ☐ No If yes, please describe: Click here to enter text.

3. Does the applicant employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

☐ Yes ☐ No

4. Does the applicant obtain an annual audit by an independent certified public accountant?

☐ Yes ☐ No

5. Has your organization been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, applicant's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, applicant's response to any findings, documentation from the entity that finding or concern has been satisfied, and any other relevant documentation.

General Project Information

1a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, and how households will be served within the project. (500 word limit)

Click here to enter text.

1b. Using the chart below, outline county or counties to be served by the project and the number of households planned for service.

County	Planned Households
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.
Click or tap here to enter text.	Click here to enter text.

**Attach additional forms as needed to list all counties.*

1c. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

2. According to HUD System Performance Measures, it is critical for Continuums of Care to decrease the length of time a household experiences homelessness. Additionally, it is necessary for households to increase employment and/or income while in housing. Describe how this project will contribute to the success of these measures within the Balance of State Continuum of Care. (500 word limit)

Click here to enter text.

3. Is the project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at the point of project entry and at unit turnover (Dedicated Plus for chronically homeless only).

	Number of Units	
	Dedicated	Dedicated Plus
Veterans	Click here to enter text.	
Chronically Homeless	Click here to enter text.	Click here to enter text.
Families	Click here to enter text.	
Youth	Click here to enter text.	
Domestic Violence	Click here to enter text.	

4. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

Project Effectiveness

5. Low Barrier

Which of the following will prohibit potential households from being accepted into this project?	
Having too little or not enough income	<input type="checkbox"/>
Active substance use or history of substance abuse	<input type="checkbox"/>
Having a criminal record (other than for state-mandated restrictions)	<input type="checkbox"/>
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

6. Housing First

Which of the following criteria would be used to exit households from this project?	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Failure to participate in any other activity not typically covered in a lease agreement	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

Please briefly explain your response. Click or tap here to enter text.

7. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. How does the project plan to take 100% of all referrals through the Coordinated Entry System? (500 word limit)

Click here to enter text.

8. What would be the prioritization process for households referred to this project? How will it be determined who is most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. (500 word limit)

Click or tap here to enter text.

9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. (500 word limit)

Click or tap here to enter text.

10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. (500 word limit)

Click or tap here to enter text.

11. How will this project ensure alignment in practices with both HUD and Balance of State Continuum of Care priorities? (500 word limit)

Click or tap here to enter text.

12. Is the applicant (or potential subrecipients) a member of the Local Planning Body or Bodies to be served by this project? Yes/No

Complete the "FY19 LPB Acknowledgement Form" for each Local Planning Body served by this project (one form per Local Planning Body).

Applicant Experience

13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application. (500 word limit)

Click here to enter text.

14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds. (500 word limit)

Click here to enter text.

15. Will all participating households served in this project be recorded in the Homeless Management Information System (HMIS) or a comparable database used by Domestic Violence service providers, in accordance with the Balance of State Continuum of Care's Data Quality Standards?

Yes/No

If no, explain: Click here to enter text.

If using a comparable database as a Domestic Violence service provider, name the software to be used by this project and describe its capacity to provide reports similar to those provided by HMIS. (200 word limit)

Click or tap here to enter text.

16. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. (500 word limit)

Click here to enter text.

Organizational Capacity

17. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)

Click here to enter text.

18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements. (500 word limit)

Click here to enter text.

PROJECT BUDGET

Complete the chart below for all funds associated with this project.

If this project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Leasing		+		=	
Rental Assistance					
Supportive Services					
Operating Costs					
HMIS					
Project Administration (up to 10%)					
Total Project Cost					

Except for leasing, match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note: Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Resource	Cash or In Kind	Committed or Planned/Pending	Available (MM/YY)	Amount/Value	% of HUD Project Award
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%
	Cash/Kind	C/PP	MM/YY		%.
	Total match				%

Page 10 of 13
FY19 New/Bonus Application: Permanent Housing Projects

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include as attachments (please number each attachment as follows):

- ☐ #1: Proof of 501(c)3 status from the IRS
- ☐ #2: Financial statements, including cash flow statement
- ☐ #3: Non-profit Corporation Update (2013) or equivalent
- ☐ #4: DUNS number and Standard Form 424 (SF-424)
- ☐ #5: Active registration in SAM
- ☐ #6: Most recent audit by an independent certified public accountant
- ☐ #7: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- ☐ #8: Documentation of all match
- ☐ #9 Project Application in e-Snaps

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)." See Section V.C.1.d. of the FY 2017 General Section.*
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections on all units, at a minimum.*
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the New and Bonus Project Application – Permanent Housing Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- **Applicant Profile**
 - Complete information for the project's applicant. Potential subrecipients do not need to complete an application.
- **Project Type**
 - Select the appropriate project type for the New or Bonus project.
 - **Permanent Supportive Housing Dedicated for Chronically Homeless:** "Permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability." (HUD Exchange) Households served by the project must meet the definition
 - **DedicatedPLUS Permanent Supportive Housing:** "A permanent supportive housing project where 100% of the beds are dedicated to serve individuals, households with children, and unaccompanied youth that at intake meet one of the following categories:
 - (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
 - (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
 - (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homelessness as defined by 24 CFR 578.3 prior to entering the project;
 - (4) residing in transitional housing funded by a Joint Transitional Housing and Permanent Housing-Rapid Re-Housing component



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;

- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability'; or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance program." (FY19 HUD CoC NOFA, page 17)
- **Rapid Re-Housing:** "Emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing." (HUD Exchange)
 - This project type is eligible for potential Domestic Violence Bonus funding.
- **Joint Transitional Housing/Permanent Housing – Rapid Re-Housing:** "The Joint TH and PH-RRH component project combines two existing program components – transitional housing and permanent housing-rapid rehousing – in a single project to serve individuals and families experiencing homelessness. Recipients should prioritize those with the highest needs using an evidence-based approach designed to provide stable housing and services that, to the greatest extent possible, move the participant towards self-sufficiency and independence. Program participants may only receive up to 24-months of total assistance. ... When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants." (FY2019 HUD CoC NOFA, page 18)
 - This project type is eligible for potential Domestic Violence Bonus funding.
- **Application Option**
 - Select the appropriate application type from the list of options.
 - **New Project from Reallocated Funds:** The project is submitted in consideration of funds made available through the reallocation of funding based on changes in funding to other renewal projects.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- **Bonus Project Application:** The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- **Domestic Violence Bonus Project Application:** The project is submitted in consideration of Domestic Violence Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC.
- **Consolidation:** “The process by which two or more projects that are eligible for renewal in the FY 2019 CoC Program Competition apply for funding and are combined into a single renewal project upon award.” (FY19 HUD CoC NOFA, page 16)
- **Transition:** “A grant to fund a new project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period.” (FY19 HUD CoC NOFA, page 20)
- **Expansion:** “The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC’s geographic area.” (FY19 HUD CoC NOFA, page 18)

Page 2:

- **Authorized Representative**
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

Pages 3 & 4:

- **Eligibility Thresholds**
 - These are basic HUD eligibility thresholds that must be met by the applicant in order for a New or Bonus project to be considered by the BoS CoC.
 - Indicate yes or no for each question. Provide additional explanation for responses as requested.

General Project Information



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 1a. Provide a narrative describing the identified need and scope of the project. Responses should detail the project type, goals of the project, and how households will be served within the project. *(500 word limit)*
 - Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
 - Data used to determine need for proposed project
 - Planned activities for the project
 - Intended geographic area of service for project
 - Goals for the proposed project, including intended outcomes
 - Demonstration of alignment with HUD and CoC expectations
 - *What does the Balance of State CoC need to know about this project in order to consider it a priority?*
- 1b. Using the chart below, indicate the county or counties to be served by this project and the number of households planned for service.
 - Detail the county or counties to be served by this project and the number of households planned for service within the proposed project year.
- 1c. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for the New or Bonus project. Answers should include:
 - Data source and information that defines need for the project
 - Specific HUD guidance and best practices that necessitate a project
 - Evidence from consultation completed on behalf of the project
- 2. According to HUD System Performance Measures, it is critical for Continuums of Care to decrease the length of time a household experiences homelessness. Additionally, it is necessary for households to increase employment and/or income while in housing. Describe how this project will contribute to the success of these measures within the Balance of State Continuum of Care. *(500 word limit)*
 - Detail the best practices and methodologies the recipient and/or subrecipients will use to ensure the following:
 - The length of time between household identification and move into housing will be less than 30 days.
 - Income (earned or otherwise) will increase from what is captured at project entry to what is captured at project exit, or upon annual assessment.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 3. Is this project dedicated to serve priority populations (Veterans, Chronically Homeless, Families, Youth, Domestic Violence Survivors)? Enter the number of units dedicated for each population at the point of project entry and at unit turnover (Dedicated Plus for chronically homeless only).
 - If the project is dedicated to serving specific populations as listed in the chart, note the number of units dedicated to each population. Projects can also have Dedicated Plus units for chronic homelessness only. More information on Dedicated Plus can be found here (<https://www.hudexchange.info/faqs/3247/can-you-explain-the-difference-between-beds-dedicated-to-chronically/>).
- 4. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
 - Geographic area of service
 - Activities completed by the subrecipient
 - Amount of funding allocated to subrecipient

Section 1: Project Effectiveness

- 5. Low Barrier
 - Review the options in the chart and check the box for any items that would prohibit a potential participant from being accepted into this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 6. Housing First
 - Review the options in the chart and check the box for any items that would result in a participant being exited from this project.
 - Provide a brief narrative that explains the box or boxes checked.
- 7. All recipients of HUD CoC Program funding are required to participate in the Balance of State CoC Coordinated Entry System, as implemented through its Local Planning Bodies. How does this project plan to take 100% of all referrals through the Coordinated Entry System? (500 word limit)
 - Detail how this project would fill any openings with Coordinated Entry referrals, including:



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- How the applicant will communicate project openings to the Coordinated Entry System (i.e. HARA); and
 - How the applicant will receive referrals from the Coordinated Entry System (i.e. HARA).
- 8. What would be the prioritization process for households referred to this project? How will it be determined who is the most vulnerable and the best fit for any referrals to this project? Provide detail from policy established by the Local Planning Body. *(500 word limit)*
 - Provide a description of how the Local Planning Body served by this project prioritizes homeless households for housing assistance, including:
 - Local Planning Body policy for prioritization;
 - Assessments completed to determine acuity;
 - Other information gathered to determine household eligibility to the project; and
 - Household choice in project referral.
 - 9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. *(500 word limit)*
 - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.
 - 10. Will the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
 - Detail the steps of the Continuous Quality Improvement plan and how it will be used to improve project outcomes. Answers should include:
 - References to data collection and review;
 - Incorporation of qualitative observations into the plan or process; and
 - How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies
 - 11. How will the project ensure alignment in practices with both HUD and Balance of State Continuum of Care priorities? *(500 word limit)*
 - Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
 - References to HUD and Balance of State CoC language specific to the permanent housing project type (i.e. Permanent Supportive Housing, Rapid Re-Housing, Joint Transitional Housing/Rapid Re-Housing)



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- 12. Is the applicant (or potential subrecipients) a member of the Local Planning Body or Bodies to be served by this project?
 - Select yes if the applicant (or potential subrecipients) is a member of the Local Planning Body or Bodies in which this project would operate and serve.
 - Attach a completed “FY19 LPB Acknowledgement Form” for each Local Planning Body served by this project.
 - Select no if the applicant (or potential subrecipients) is not a member of the Local Planning Body or Bodies in which this project would operate and serve.

Applicant Experience

- 13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application. *(500 word limit)*
 - Provide an overview of the qualifications of the applicant (and potential subrecipients) that would enable a successful project. Answers should include the following:
 - Experience and expertise in serving the proposed target population;
 - Understanding of the proposed housing resource (i.e. Rapid Re-Housing, Permanent Supportive Housing, etc) and any experience or expertise in providing this resource; and
 - The best practices, skills, and housing models understood and used by the applicant (and potential subrecipients) that would enable a successful project.
- 14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds. *(500 word limit)*
 - Detail the experience and knowledge of the applicant (and potential subrecipients) on the use of any federal funds. Answers can include references to the following:
 - Any experience with completing federal applications;
 - Any experience with tracking expenditures and providing reports on federal funds received; and
 - Any experience communicating with federal offices regarding funds received.
- 15. Will all participating households served in this project be recorded in the Homeless Management Information System (HMIS) or a comparable database used by Domestic Violence service providers, in accordance with the Balance of State Continuum of Care's



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

Data Quality Standards? If using a comparable database as a Domestic Violence service provider, name the software used by this project and describe its capacity to provide reports similar to those provided through HMIS.

- Select Yes or No.
 - If no, explain why this project does not plan to record data in HMIS or a comparable database and how the project intends to track this data otherwise.
 - If the project will use a comparable database, provide the following information:
 - Name of the database software; and
 - How the software meets comparable expectations for data collection and reporting, as required by HUD.
 - For more information on HUD requirements and compliance as a Domestic Violence service provider, visit <https://www.techsafety.org/resources-agencyuse>
 - If you would like guidance on if a comparable database is required for this project, visit <https://files.hudexchange.info/resources/documents/HMIS-When-to-Use-a-Comparable-Database.pdf>
- 16. Describe the plan for rapid implementation of the project, documenting how the project will be ready to begin housing the first household. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after the grant award. (500 word limit)
 - Detail how the project will avoid delays in starting the project as quickly as possible.
 - Detail the milestones of the proposed project at 60, 120, and 180 days.

Organizational Capacity

- 17. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)
 - List the staff positions with responsibility for this project and the corresponding qualifications.
- 18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. (500 word limit)
 - Provide an overview of the applicant's financial management system and include brief descriptions of the following:
 - Financial reporting
 - Record keeping
 - Accounting systems



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

- Payment procedures
- Audit requirements

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.
- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the "HUD Requested Funds" column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for "match" under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.



FY2019 HUD COC PROGRAM COMPETITION NEW AND BONUS PROJECT APPLICATION DETAILED INSTRUCTIONS

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.

FY19 HUD CoC: BoS CoC Local Application Score Card - New and Bonus Permanent Housing Projects

Applicant Name: _____ Project Name: _____
 Reviewer Name: _____ Date Reviewed: _____

Project Quality Requirements		
New and Bonus permanent housing projects must ensure they continue to meet HUD thresholds for funding	Maximum Score Possible:	100
	Total Project Score:	0
Section I: General Project Information		
1a. Does the project proposed meet an identified housing need of the CoC? Score given according to how well the project design demonstrates: Outline of scope and identified need Planned activities for the project Type, scale, and target geographic area for the project Intended goals and outcomes Understanding HUD and CoC expectations for either Coordinated Entry or HMIS		
7		
1c. Why is this New or Bonus project necessary for consideration? Score given according to how well the project design demonstrates: Data source and information that defines need for the project Specific HUD guidance and best practices that necessitate a project Evidence from consultation completed on behalf of the project		
7		
2. Describe how the project will contribute to decreasing the length of time homeless and increasing employment/income. Score given according to how well the applicant details the following: Details the best practices and methodologies to ensure: Length of time between household identification and move into housing is less than 30 days Income (earned or otherwise) will increase from what is captured at project entry to what is captured at project exit, or upon annual assessment		
7		
5. Does this project qualify as low barrier? Answered "None of the Above"		
6		
Checked any other boxes		
0		
6. Does this project meet all Housing First criteria? Answered "None of the Above"		
6		
Checked any other boxes		
0		
7. How does this project plan to take 100% of all referrals through the Coordinated Entry System? Score given according to how the applicant describes the following: How the applicant will communicate project openings to the Coordinated Entry System (i.e. HARA) How the applicant will receive referrals from the Coordinated Entry System (i.e. HARA)		
7		
8. What would be the prioritization process for households to be referred to this project? How will it be determined who is the most vulnerable and the best fit for any referrals to this project? Score given according to how the applicant describes the following: Local Planning Body prioritization process Assessments completed to determine acuity Other information gathered to determine household eligibility to the project Household choice in project referral		
6		
9. Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. Score according to how well the applicant identifies the following: Plans for full expenditure of awarded project Plans for completing quarterly drawdowns in eLOCCS		
6		
10. Will the project have a Continuous Quality Improvement plan? Score given according to the detail provided in plan/process: References to data collection and review Incorporation of qualitative observations into plan/process Gathered findings shared with BoS CoC and LPBs		
5		
11. How will this project ensure alignment in practices with both HUD and CoC priorities?		

Must include references to HUD and BoS CoC language specific to permanent housing project type

7

12. Local Planning Body Acknowledgement

Yes

3

No

0

Applicant Experience

13. Describe the experience of the applicant (and potential subrecipients) in working with the proposed target population and in providing housing similar to what is proposed in the application.

Score according to the overview provided with the following references:

Experience and expertise in serving the proposed target population

Understanding the proposed housing resource and any experience or expertise in providing this resource

Best practices, skills, and housing models understood by the applicant (and potential subrecipients) that would enable a successful project

7

14. Describe the experience of the applicant (and potential subrecipients) in utilizing federal funds.

Score according to the detail provided on the following:

Any experience with completing federal applications

Any experience with tracking expenditures and providing reports on federal funds received

Any experience communicating with federal offices regarding funds received

7

15. Will all participating households served in this project be recorded in HMIS or a comparable database?

Yes

7

No

0

16. Describe the plan for rapid implementation of the project.

Score according to the detail provided on the following:

How the project will avoid delays in starting the project as quickly as possible

The milestones of the proposed project at 60, 120, and 180 days

4

Section III: Organization Capacity

17. Describe the key staff positions and qualifications of individuals who will carry out the project.

Score according to detail provided on the following:

Positions needed to fulfill this project

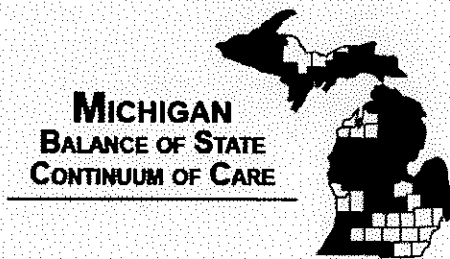
Expectations of staff experience/education for each role

4

18. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit reports.

Score according to detail provided on the items listed.

4



**FY19 HUD COC PROGRAM
COMPETITION**
INFRASTRUCTURE PROJECT APPLICATION:
NEW, RENEWAL, or BONUS PROJECTS

APPLICANT PROFILE	
Legal Name of Applicant	
Project Name	
Project Start Date	
Contact Person	
Title	
Address	
Email	
Phone	

Check one:

- ☐ Coordinated Entry System - Supportive Services Only (SSO)*
☐ Homeless Management Information System

*An * indicates this project type is eligible for the Domestic Violence Bonus*

Check one:

- ☐ Standard Renewal (no change from FY18)
☐ Expansion (additional questions referenced in this application)
☐ New Project from Reallocated Funds (additional questions referenced in this application)
☐ Bonus – including Domestic Violence Bonus (additional questions referenced in this application)

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the applicant's board of directors as of the date indicated.*

Name:	Title:
Date of Applicant Board/Local Planning Body Authorization:	
Date of Anticipated Applicant Board/Local Planning Body Authorization:	

ELIGIBILITY THRESHOLDS

New and Bonus Projects Only: *Basic HUD Eligibility Thresholds must be satisfied before the CoC may consider a New or Bonus project application for funding.*

1. Please indicate by checking the boxes if the applicant has any of the following:

a. Outstanding obligation to HUD that is in arrears for which a payment schedule has not been agreed upon;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

b. Debarments and/or Suspensions – In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the federal government;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

c. Unresolved monitoring findings or outstanding (agency or HUD) audit findings;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

d. Inadequate financial management or accounting practices within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

e. Evidence of untimely expenditures on prior award;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

f. Major capacity issues that have significantly impacted the operation of a project and its performance within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

g. Issues impacting the timeliness in reimbursing subrecipients for eligible costs;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

h. Served ineligible persons, expended funds on ineligible costs, or failed to expend funds within statutorily established timeframes within the past three years;

☐ Yes ☐ No If yes, please explain: [Click here to enter text.](#)

2. Does applicant have a financial management system that meets federal standards as described at 2 CFR 200.302? ;

☐ Yes ☐ No If yes, please describe: [Click here to enter text.](#)

3. Does the applicant employ or contract services of an accountant who is familiar with Generally Accepted Accounting Principles (GAAP)?

☐ Yes ☐ No

4. Does the applicant obtain an annual audit by an independent certified public accountant?

☐ Yes ☐ No

All applicants must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

General Project Information

Please note questions that are directed to specific application types (i.e. Renewal, Expansion, New, or Bonus) and make sure to answer only those questions which reflect the application type desired.

1a. **Renewal or Expansion Projects:** Provide a narrative describing how the project's performance met the plans and goals established in the current project's application (as specified and/or allowed by the Notice of Funding Availability [NOFA] under which the project was originally funded), the project's performance in assisting communities to bring an effective end to homelessness, and record of success. (500 word limit)

[Click here to enter text.](#)

1b. **New or Bonus Projects:** Provide a narrative describing the identified need and scope of the project, its geographic coverage, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including targeted outcomes that fit within the Balance of State CoC's current strategic plan). (500 word limit)

[Click here to enter text.](#)

2. Has the project had any significant changes since the last funding approval?
Yes/No If "yes" complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons/households served		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	Other: Click here to enter text.		
If change was made include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

3. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.

Click or tap here to enter text.

EXPANSION PROJECTS ONLY

Complete the following questions if this project is proposed as an Expansion to a current project.

4. In what ways would this funding increase grant activities within the CoC geographic area? Include specific outputs or process deliverables. (500 word limit)

Click or tap here to enter text.

5. Why is this Expansion necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

NEW OR BONUS PROJECTS ONLY

Complete the following questions if this project is proposed as a New or Bonus project.

6. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. (500 word limit)

Click or tap here to enter text.

Performance and Improvement

7a. Renewal or Expansion Projects: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes. (500 word limit)

Click here to enter text.

7b. New or Bonus Projects: List the outcomes that will be reported to HUD for this project and describe the how the project intends to reach these outcomes. (500 word limit)

Click here to enter text.

8. Does the project have a Continuous Quality Improvement plan or process? If yes, describe. (500 word limit)

Click here to enter text.

9. How does the project ensure alignment in practices with both HUD and CoC priorities? (500 word limit)

Click here to enter text.

10. How does (How will, for New or Bonus Project applications) the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC? (500 word limit)

Click here to enter text.

Efficient Use of Funding

11a. Renewal or Expansion Projects: Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application.

a. Total amount awarded	Click here to enter text.
b. Total amount spent	Click here to enter text.
c. Percentage spent (answer b. divided by a. multiplied by 100)	Click here to enter text.

Click or tap here to enter text.

11b. New or Bonus Projects: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis. (500 word limit)

Click or tap here to enter text.

12. Renewal Projects: It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

Does this project wish to voluntarily reallocate (in part or in whole) in order to improve the overall effectiveness of the Balance of State CoC?

Please note: Voluntary reallocation may result in additional application materials requested by the HUD CoC Application and Evaluation Committee. Refer to the Infrastructure Detailed Instructions and Voluntary Reallocation Consideration Guide for more information.

Click or tap here to enter text.

HUD Monitoring

13a. Does the applicant have any HUD monitoring findings for any of its projects? **Yes/No**

If yes, explain below in detail for the HUD CoC Application and Evaluation Committee. Include details on the nature of the finding, along with the resolutions and corrective actions taken, if any.

[Click here to enter text.](#)

13b. Has your organization been monitored by HUD in the past three (3) years? **Yes/No**

If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization's response to any findings, documentation from the entity that finding or concern has been satisfied, and any other relevant documentation.

Organizational Capacity

14. Describe the key staff positions and qualifications of individuals who will carry out the project. (500 word limit)

[Click here to enter text.](#)

15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements. (500 word limit)

[Click here to enter text.](#)

Financial Information

PROJECT BUDGET

Activity	HUD Requested Funds		Other Funding		Total Project Cost
Supportive Services					
HMIS					
Project Administration (up to 10%; follow GIW for renewal)		+		=	
Total Project Cost					

Match resources must equal to at least 25% of the total requested HUD funding, including project and administrative costs. Please note, Cash and In-Kind Match must qualify as eligible program expenses under the CoC interim rule.

Match must be at least 25% of total funding requested. Documentation of match must be provided with the application.

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in disqualification of the application. *Please number all attachments in accordance with the list below.*

All projects must include as attachments:

- ☐ #1: Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report
- ☐ #2: Documentation of all match
- ☐ #3: Project Application in e-Snaps (if applicant is the project recipient)

All New or Bonus projects must include as attachments:

- ☐ #4: Proof of 501(c)3 status from the IRS
- ☐ #5: Financial statements, including cash flow statement
- ☐ #6: Non-profit Corporation Update (2013) or equivalent
- ☐ #7: DUNS number and Standard Form 424 (SF-424)
- ☐ #8: Active registration in SAM
- ☐ #9: Most recent audit by an independent certified public accountant

Attachment C

HUD General Section Certificates

The applicant certifies to the Balance of State Continuum of Care that it and its principals are in compliance with the following requirements as indicated by checking the box.

- ☐ *Fair Housing and Equal Opportunity.* See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- ☐ *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 General Section.
- ☐ *Debarment and Suspension.* See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section V.B.3. of the FY 2017 General Section.
- ☐ *Compliance with Fair Housing and Civil Rights.* See Section V.C.1.a. of the FY 2017 General Section.
- ☐ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)."* See Section V.C.1.d. of the FY 2017 General Section.
- ☐ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section V.C.1.c. of the FY 2017 General Section.
- ☐ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *Prohibition Against Lobbying Activities.* See Section V.C.15. of the FY 2017 General Section.
- ☐ *HUD Habitability Standards inspections* on all units, at a minimum.
- ☐ *Participation in HUD-Sponsored Program Evaluation.* See Section V.C.5. of the FY 2017 General Section.
- ☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- ☐ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section V.C.11 of the FY 2017 General Section.
- ☐ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section V.C.13. of the FY 2017 General Section.
- ☐ *Lead-Based Paint Requirements.* For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☐ *Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs* (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

☐ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Applicant:

Acknowledged By:

Title:

Date:



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

This document is intended to guide applicants in the FY2019 HUD CoC Program Competition through the Balance of State Continuum of Care (BoS CoC) Local Application Process. These detailed instructions correspond to the Infrastructure Project Application – Renewal, New, and Bonus Projects.

If additional clarification is needed, please contact the BoS CoC Coordinator (Christina Soulard, coordinator@miboscoc.com).

Page 1:

- Applicant Profile
 - Complete information for the project's applicant. For HMIS infrastructure projects, this would be the subrecipient. Coordinated Entry project applicants would list the recipient (not subrecipients).
- Project Type
 - Select the appropriate project type for the infrastructure project.
 - Coordinated Entry System – Supportive Services Only (SSO): “Supportive services only project to develop or operate a centralized or coordinated assessment system.” (FY18 HUD NOFA, page 29)
 - This is the only infrastructure project type eligible for potential Domestic Violence Bonus funding.
 - Homeless Management Information System: “Dedicated HMIS project for the costs at 24 CFR 578.37(a)(2) that can only be carried out by the HMIS Lead, which the recipient or subrecipient of an HMIS grant, and that is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.” (FY18 HUD NOFA, page 29)
- Application Option
 - Select the appropriate application option.
 - Standard Renewal: No project changes from the FY2018 project.
 - Expansion: “The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS grant activities within the CoC's geographic area.” (FY18 HUD NOFA, page 17)
 - Bonus: The project is submitted in consideration of Bonus funding that is potentially available to the CoC, based on the overall competitiveness of the CoC. This includes Domestic Violence Bonus funding.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- **New Project from Reallocated Funds:** The project is submitted in consideration of funds made available through the reallocation of funding based on changes in funding to other renewal projects.

Page 2:

- **Authorized Representative**
 - Secure authorization from the applicant board or Local Planning Body of the application and its contents.

Pages 3 & 4:

- **Eligibility Thresholds**
 - This section is only for New and Bonus projects to complete.
 - These are basic HUD eligibility thresholds that must be met by the applicant in order for a New or Bonus project to be considered by the BoS CoC.
 - Indicate yes or no for each question. Provide additional explanation for responses as requested.

General Project Information

Please note questions that are directed to specific application types (i.e. Renewal, Expansion, Bonus, or New) and make sure to answer only those questions which reflect the application type desired.

- **1a. Renewal or Expansion Projects:** Provide a narrative describing how the project's performance met the plans and goals established in the current project's application (as specified and/or allowed by the Notice of Funding Availability [NOFA] under which the project was originally funded), the project's performance in assisting communities to bring an effective end to homelessness, and record of success. *(500 word limit)*
 - Outline project performance from the last completed project year or, if the project does not have a completed project year, all completed quarters for the project year. Answers should include:
 - Purpose of the infrastructure project
 - Review of project goals
 - Performance data associated with these goals
 - Demonstration of alignment with HUD and CoC expectations
 - *Is the performance of this project meeting expectations?*
 - *Why should this project continue to receive funding?*
- **1b. New or Bonus Projects:** Provide a narrative describing the identified need and scope of the project, its geographic coverage, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

targeted outcomes that fit within the Balance of State CoC's current strategic plan). (500 word limit)

- Outline the scope of the proposed project and what this project intends to accomplish based on identified need. Answers should include:
 - Data used to determine need for proposed project
 - Planned activities for the project
 - Intended geographic area of service for project
 - Goals for the proposed project, including intended outcomes
 - Demonstration of alignment with HUD and CoC expectations
- *What does the Balance of State CoC need to know about this project in order to consider it a priority?*
- 2. Has the project had any significant changes since the last funding approval?
 - Using the chart provided, check the box of each item changed. Under "Previous", note the amount previously approved for the project. Under "New", note the amount most recently approved for the project. Documentation of change must be included as an attachment to the application.
- 3. Does this project have any subrecipients? If so, please list (1) name of each subrecipient, (2) amount of funding allocated to each subrecipient, (3) geographic area of service, and (4) activities completed by each subrecipient. Attach additional forms as needed.
 - If the project will include subrecipients for carrying out the activities of the project, list the subrecipients and outline the portion of the project anticipated for each subrecipient. Answers should include:
 - Geographic area of service
 - Activities completed by the subrecipient
 - Amount of funding allocated to subrecipient

Expansion Projects Only

This section of questions is only required for applicants proposing an Expansion to a current project.

- 4. In what ways would this funding increase grant activities within the CoC geographic area? Include specific outputs or process deliverables. (500 word limit)
 - Outline the specific areas in which this project would be expanded. Answers should include:
 - Increases to current outputs (including current figures and proposed figures)
 - Increases to or improvement of process deliverables



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Any other way in which the project intends to expand
- 5. Why is this Expansion necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for an Expansion to the current project. Answers should include:
 - Data source and information that defines need for expansion
 - Specific HUD guidance and best practices that necessitate an expanded project
 - Evidence from consultation completed on behalf of the project

New or Bonus Projects Only

This section of questions is only required for applicants proposing a New or Bonus project.

- 6. Why is this New or Bonus project necessary for consideration? Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. *(500 word limit)*
 - Outline the information used to inform the need for the New or Bonus project. Answers should include:
 - Data source and information that defines need project
 - Specific HUD guidance and best practices that necessitate a project
 - Evidence from consultation completed on behalf of the project

Performance and Improvement

- 7a. Renewal or Expansion Projects: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes. *(500 word limit)*
 - State the goals and outcomes reported to HUD, as identified in the awarded project application.
 - Share progress on these goals and outcomes from the most recently completed project year or current project year if the project does not yet have a completed project year. Answers should include information on or alignment with the following (based on project type):
 - System Performance Measures
 - Coordinated Entry Self-Assessment Tool, as provided by HUD
- 7b. New or Bonus Projects: List the outcomes that will be reported to HUD for this project and describe how the project intends to reach these outcomes. *(500 word limit)*
 - State the proposed goals and outcomes this project will report to HUD, if awarded.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Outline how these goals and outcomes will be tracked by the project. Answers should include information on or alignment with the following (based on project type):
 - System Performance Measures
 - Coordinated Entry Self-Assessment Tool, as provided by HUD
- 8. Does the project have a Continuous Quality Improvement plan or process? If yes, describe. *(500 word limit)*
 - Detail the steps of the Continuous Quality Improvement plan and how it is used or will be used to improve project outcomes. Answers should include:
 - References to data collection and review
 - Incorporation of qualitative observations into the plan or process
 - How gathered findings are shared to improve practices within the Balance of State CoC and its Local Planning Bodies
- 9. How does the project ensure alignment in practices with both HUD and CoC priorities? *(500 word limit)*
 - Describe how the project is designed to align with both HUD and CoC priorities: Answers should include:
 - References to HUD and Balance of State CoC language specific to the infrastructure project type (i.e. HMIS or Coordinated Entry – Supportive Services Only)
- 10. How does (How will, for New or Bonus Project applications) the project's progress toward outcomes support the efforts of permanent housing projects through the CoC? *(500 word limit)*
 - Describe how the quality and effectiveness of this infrastructure project positively impacts permanent housing efforts throughout the Balance of State CoC.

Efficient Use of Funding

- 11a. Renewal and Expansion Projects: Complete the following chart using the project's last completed project year. If the project does not have a completed year, provide information based on the project balance as of the date of this application.
 - Detail the electronic Line of Credit Control System (eLOCCS) or other financial tracking information in the chart provided for the last completed project year; or, if the project does not have a completed year, the balance remaining to expend for the project as of the date of the application. This includes:
 - The total amount authorized for the project in eLOCCS or GIW
 - The remaining balance shown in eLOCCS or other financial tracking



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- The percentage of funding recaptured or unexpended for the project
 - Find this figure by dividing the balance by the total and multiplying by 100 ($\% = [b/a] * 100$)
 - Provide additional narrative as needed.
- 11b. New or Bonus Projects: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from eLOCCS are completed on a quarterly basis.
 - Detail plans for how the project will be fully expended and how quarterly drawdowns will be completed.
- 12. Renewal Projects: It is critical that all HUD CoC funding received within the Balance of State CoC is used fully and effectively to end homelessness for the area(s) served. Projects with significant amounts of recaptured funding do not demonstrate effectiveness at reaching this goal and place the BoS CoC at high risk of losing HUD CoC funding in future application rounds.

Does this project wish to voluntarily reallocate (in part or in whole) in order to improve the overall effectiveness of the Balance of State CoC?

 - Refer to the “FY19 Voluntary Reallocation Consideration Guide” for additional questions to review related to project capacity and utilization.
 - If the applicant wishes to decrease the size and scope of the project in order to increase utilization and fully expend project funds in future project years, the response should detail any changes to the following:
 - Geographic area
 - Project type
 - Population served
 - Funding requested

HUD Monitoring

- 13a. Does the recipient have any HUD monitoring findings in any of the applicant’s projects?
 - Select yes if the applicant has any findings as a result of HUD monitoring.
 - Provide details on the findings, including:
 - Nature of finding
 - Resolution of finding
 - Any corrective actions taken
 - Select no if the applicant has not had any findings as a result of HUD monitoring.
- 13b. Has the applicant been monitored by HUD in the past 3 years?
 - Select yes if HUD has monitored the applicant at any point in the last 3 years.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Include attachments to the application from the HUD monitoring:
 - Monitoring report from HUD
 - Applicant's response to any findings
 - Documentation from HUD that finding or concern has been satisfied
 - Any other relevant documentation
- Select no if HUD has not monitored the applicant at any point in the last 3 years.
 - Provide the most recent monitoring by an entity other than HUD for federal or state funding (i.e. ESG, CDBG, etc) and include the following as attachments to the application:
 - Monitoring report
 - Applicant's response to any findings
 - Documentation from entity that finding or concern has been satisfied
 - Any other relevant documentation

Organizational Capacity

- 14. Describe the key staff positions and qualifications of individuals who will carry out the project. *(500 word limit)*
 - List the staff positions with responsibility for this project and the corresponding qualifications. This includes:
 - Positions needed to fulfill this project
 - Expectations of staff experience/education for each role
- 15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. *(500 word limit)*
 - Provide an overview of the applicant's financial management system and include brief descriptions of the following:
 - Financial reporting
 - Record keeping
 - Accounting systems
 - Payment procedures
 - Audit requirements

Financial Information

Project Budget

- Complete the chart provided for all funds associated with the project.
- If the project has subrecipients, include an additional sheet to show how these funds are allocated among subrecipients.



FY2019 HUD COC PROGRAM COMPETITION INFRASTRUCTURE PROJECT APPLICATION DETAILED INSTRUCTIONS

- Complete each budget line item for what is requested from HUD to fulfill for the budget and what amount of funding beyond HUD will supplement the project, if applicable.
- Add these numbers together to determine total project cost.
- Note that renewing projects must follow the GIW spreadsheet for each line item with the "HUD Requested Funds" column.

Attachment A

All HUD projects require match funding that is equal to at least 25% of the total HUD funding request. This includes project and administrative costs but excludes leasing assistance.

Match can be cash or in-kind. Any in-kind match must have a Memorandum of Understanding in place to document the value and scope of the in-kind match.

For further guidance on appropriate match and match documentation, visit the HUD Exchange website and search for "match" under the CoC Program FAQ (Frequently Asked Questions). (<https://www.hudexchange.info/coc/faqs/>)

Attachment B

The application and all attachments are sent electronically to the Balance of State Continuum of Care Coordinator. Use the guidance provided to appropriately name the attachments sent electronically with the application.

Please note that attachments are required as part of the application and any missing attachments may result in the disqualification of the application.

Attachment C

HUD General Section Certificates

Each of the items listed in this attachment are required compliance items for any applicant, recipient, or subrecipient of HUD funding. The reference for each item is included in the attachment.

The applicant is responsible to ensure compliance to each item and can provide proof of compliance upon request during any monitoring visit.

FY19 HUD CoC: BoS CoC Local Application Score Card - Infrastructure Projects

Applicant Name: _____ Project Name: _____
 Reviewer Name: _____ Date Reviewed: _____

Project Quality Requirements		
Infrastructure projects must ensure they continue to meet HUD thresholds for funding	Maximum Score Possible:	140
	Total Project Score:	0
Section I: General Project Information		
1a. SCORE RENEWAL ONLY: Project description - Is performance meeting expectations?		
Score given according to how well the project design demonstrates: Understanding the purpose of infrastructure projects (i.e. Coordinated Entry and HMIS) Review of project performance and goals Understanding HUD expectations for either Coordinated Entry or HMIS	20	
1b. New or Bonus Only: Does the project proposed meet the infrastructure needs of the CoC?		
Score given according to how well the project design demonstrates: Outline of scope and identified need Planned activities for the project Type, scale, and target geographic area for the project Intended goals and outcomes Understanding HUD and CoC expectations for either Coordinated Entry or HMIS	10	
4. Expansion Only: In what ways would this funding increase the grant activities within the CoC geographic area?		
Include specific outputs or process deliverables. Score given according to how well the applicant details the following: Increases to project-appropriate outputs (HMIS vs Coordinated Entry) Increases to or improvement of process deliverables (training, coordination)	10	
5. Expansion Only: Why is this Expansion necessary for consideration?		
Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. Score given according to how well the applicant details the following: Data source and information that defines need for expansion Specific HUD guidance and best practices that necessitate an expanded project Evidence from consultation completed on behalf of the project	10	
6. New or Bonus Only: Why is this New or Bonus project necessary for consideration?		
Detail the identified need based on relevant data or process information, HUD guidance, or informed consultation. Score given according to how well the applicant details the following: Data source and information that defines need for expansion Specific HUD guidance and best practices that necessitate an expanded project Evidence from consultation completed on behalf of the project	10	
Section II: Performance and Improvement		
7a. Renewal or Expansion Only: List the outcomes reported to HUD for this project and describe the project's progress in reaching those outcomes.		
Score given according to selected outcomes' alignment with either: System Performance Measures (HMIS) or Coordinated Entry Self-Assessment Tool, as provided by HUD	20	
7b. New or Bonus Only: List the outcomes that will be reported to HUD for this project and describe how the project intends to reach these outcomes.		
Score given according to selected outcomes' alignment with either: System Performance Measures (HMIS) or Coordinated Entry Self-Assessment Tool, as provided by HUD	20	
8. Does the project have a Continuous Quality Improvement plan?		
Score given according to the detail provided in plan/process: References to data collection and review Incorporation of qualitative observations into plan/process Gathered findings shared with BoS CoC and LPBs	15	
9. How does this project ensure alignment in practices with both HUD and CoC priorities?		
Must include references to HUD and BoS CoC language specific to infrastructure project type	20	

10. How does/how will the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC?

Score according to how well the applicant can demonstrate the impact of quality infrastructure on outcomes for permanent housing throughout the CoC

15

11a. Renewal or Expansion Only: Expenditure of funds from last project year (completed or partial)

100%

20

90-99%

10

Less than 90%

0

11b. New or Bonus Only: Describe the process in place to ensure that the project, if awarded by HUD, is fully expended by the end of the project year and that drawdowns from the electronic Line of Credit Control System (eLOCCS) are completed on a quarterly basis.

Score according to how well the applicant identifies the following:

Plans for full expenditure of awarded project

Plans for completing quarterly drawdowns in eLOCCS

20

12. Renewal Only: Will the project voluntarily reallocate?

Yes/No

Not Scored

13a. and 13b. Does the applicant have any HUD monitoring findings in any of the projects? If yes, findings must be resolved or explained to the satisfaction of the HUD CoC Application and Evaluation Committee for the application to meet standards.

Yes/No

Not Scored

Section III: Organization Capacity

14. Describe the key staff positions and qualifications of individuals who will carry out the project.

Score according to detail provided on the following:

Positions needed to fulfill this project

Expectations of staff experience/education for each role

15

15. Describe the applicant's financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit reports.

Score according to detail provided on the items listed.

15

FY19 HUD CoC Program Competition

FY19 Collaborative Application

- CoC Approved Consolidated Application Available (added 9/27/19)
- FY19 CoC Collaborative Application
- FY19 CoC Priority Listing

FY19 HUD CoC Program Competition

- FY19 Approved Local Project Ranking (added 9/7/19)
- FY19 HUD Cdc Program Competition Open (added 7/6/19)
- MI BOSCOC (Collaborative Applicant - MSHDA) surveys FY19 Registration (added 5/10/19)
- FY19 CIV Report (added 7/2/19)
- FY19 HUD Cdc Estimated ABD (added 7/6/19)
- FY19 HUD Cdc NOFA (added 7/6/19)



BoS CoC Weekly Update: 9/27/19

1 message

MIBOSCOC Coordinator <coordinator@miboscoc.com>

Fri, Sep 27, 2019 at 5:32 PM

Bcc: abark@bwcaa.org, bbeaudoin@greatlakesrecovery.org, bernienhm@gmail.com, Christine Cook <christinecook@bwcl.org>, director@otsegounitedway.org, duffk@gocaa.org, kbaughman@mmcaa.net, mdhshscommunitypartners@michigan.gov, M.Jannazzo@thirdlevel.org, ocd@m33access.com, Julie Wonders <wonders@imscs.org>, Alger Marquette CAA <207@communityactionam.org>, Allie Carlson <acarlson@mdscas.org>, Alysa Wamsler <awamsler@tinc.org>, Amanda Hart <ahart@listeningear.com>, Amber Kovatch <akovatch@manistee.org>, Amber Troupe <troupea@michigan.gov>, Amy Eddinger <amy.eddinger@bryac.org>, Amy Smith <asmith@scccmh.org>, Andrea Sneller <sneller@dnmm.org>, Andrew Tomlinson <andrew.tomlinson2@va.gov>, Anita Benson <abenson@clmcaa.com>, Anne van den Goor <avandengoor@hs-mm.org>, Annette Doren <adoren@mqtc.org>, April Townsend <april@oehsa.org>, Arnold Koontz <aeddk@aol.com>, Arthur Ohlrich <arthur.ohlrich@va.gov>, Becky Search <searchb@michigan.gov>, Benjamin Moe <benjaminmoe@cccdok.org>, Beth DeNell 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Michigan Balance of State Continuum of Care

Preventing and Ending Homelessness in Michigan's Rural Counties

Your Weekly *Balance of State* CoC Update

FY19 HUD CoC Competition Approved Collaborative Application Posted!

Please visit the BoS CoC website to see the CoC Application and Priority Listing for the FY19 HUD CoC Competition. Thank you to everyone who assisted with this process!

[Click here](#) to access the FY19 HUD CoC Program Competition page.

Next week! October Governance Council Meeting - In Person

Tuesday, October 1 at 4:30pm Blue Water Convention Center - Port Huron

The October Governance Council Meeting is scheduled for Tuesday, October 1 at 4:30pm following the Convening.

This is an in-person meeting and will include elections for Chair and Secretary. Everyone is welcome to attend but we especially encourage Governance Council representatives to be present.

**A copy of the agenda and the proposed
Governance Charter amendments are available for
review on the BoS CoC website.**

Executive Committee Elections: Chair and Secretary

The Governance Council will complete an election at the October meeting for the Chair and Secretary positions on the Executive Committee. If you would like to nominate yourself or someone else for this role, please contact Christa Jerome (Membership and Nominating Committee Chair).

2019 Fall Convening Blue Water Convention Center Tuesday, October 1 from 12:30-4pm

This convening will focus on the 2020-21 Campaign to End Homelessness Action Plan. At this convening you will receive feedback from the 5 regional meetings that were held in order to get local input on the Action Plan development process and timeline. There will also be opportunity for interactive discussion regarding plans moving forward.

We hope to see you there!

CALLING ARTISTS, PHOTOGRAPHERS, AND GRAPHIC DESIGNERS

**The Michigan Coalition Against Homelessness is now accepting
submissions for their 2019 Michigan Homeless Awareness Month
poster contest.**

They're looking for one talented artist to make their 2019 poster. Help them raise awareness about Michigan homelessness by submitting your poster on this year's theme: "This is what home means to me."

**Submissions are due by 5:00pm on
Wednesday, October 16th.**

Learn more about the contest and download the entry form and contest rules by [clicking here](#).

Assistance During BoS CoC Coordinator Transition

The BoS CoC and MSHDA are working closely together to ensure the transition process goes as smoothly as possible.

The BoS CoC will provide any information on the position posting as soon as it is available.

In the interim, Jessica Vail, MSHDA Homeless Assistance Specialist in Regions 1, 2, and 3, is assisting with the BoS CoC Governance Council and Committee meetings.

Lindsay Westin, RAHS Departmental Technician, is assisting with meetings and ongoing communications.

You can still email the Coordinator account with any questions!

BoS CoC Committees Need You - The Missing Piece!

The BoS CoC has multiple Committees that are always in need of new members. **Anyone can be a Committee member!**

Want to be a part of something more?

Help influence BoS CoC policy and performance?

Make a greater difference for your Local Planning Body or Region?

Join a Committee!

Visit the BoS CoC website for more information about Committees, plus contact information for Committee Chairs.

Email the Coordinator if you are interested in any Committees!

MDHHS: Important Health and Safety Notice

Earlier this week MSHDA partner MDHHS-Housing and Homeless Services distributed a message regarding mosquito-borne Eastern Equine Encephalitis (EEE).

Due to the nature of our work, MSHDA Homeless Solutions staff wanted to highlight the following portion of their message:

If you are a PATH provider or homeless shelter provider, assist individuals in staying healthy by:

- Encouraging them to stay inside, particularly between the hours of 7 p.m. and 7 a.m. as mosquitos are most active in the evening.
***Encourage individuals to seek shelter and avoid sleeping outside.
- Having insect repellents available that contain the active ingredient DEET, or other U.S. Environmental Protection Agency-approved product AND get individuals to apply to exposed skin or clothing, and always follow the manufacturer's directions for use.
- Getting them to wear long-sleeved shirts and long pants when outdoors. Apply insect repellent to clothing to help prevent bites.
***Provide insect repellent with DEET to individuals who do not access shelter.
- Maintaining window and door screening in shelters to help keep mosquitoes outside.
- Emptying water from mosquito breeding sites around the shelter, such as buckets, unused, old tires or similar sites where mosquitoes may lay eggs. Let individuals know that they should avoid areas with standing water where mosquitoes breed.
- Use nets and/or fans over outdoor eating areas.

If you need additional information or resources to assist your clients, please contact MDHHS-Homeless@michigan.gov

[Click here for more details about the virus across Michigan.](#)

Feel free to share this information with your community partners.

Members of Congress Return from Summer Recess

The National Alliance to End Homelessness is calling on Congress to increase funding for HUD's homeless assistance programs to \$3 billion for Fiscal Year 2020.

Interested in helping them reach this goal?

You can use their advocacy tools to email your senators, and ask them to contact the Senate Appropriations Subcommittee leadership about this important funding. The Alliance's template is customizable, which allows you to tell your senators exactly what your community could accomplish with these funds.

Learn more about ways to take action to end homelessness by clicking [here](#).

Lead Safe Housing Rule Amendment

In-person Trainings happening this October

HUD's office of Lead Hazard Control and Healthy Homes (OLHCHH) is hosting a training series that will help participants review federal lead regulations and discuss the Lead Safe Housing Rule (LSHR) Amendment for pre-1978 housing.

More information including registration, who should attend, and training locations can be found [here](#).

Michigan Campaign to End Homelessness: Homeless Summit

Wednesday, October 2 - Thursday, October 3

Blue Water Convention Center, Port Huron

Online registration is now closed.

Walk-ins will be welcome if space allows.

\$300 cash or check only.

Federal Permanent Housing Conferences

Hosted by VA, HUD, USICH, and other Federal Partners

East Coast Ft. Lauderdale, Florida *note new location: October 22-23

Mid-Region Dallas, Texas: November 5-6

West Coast Hollywood, California *note new location: November 19-20

Registration here!

Save the Date: CSH Supportive Housing Summit

Wednesday, May 27-Friday, May 29, 2020

Philadelphia Marriott Downtown, Philadelphia, PA

More Registration Information Coming Soon!

Third Annual HIV and Housing Summit

Wednesday, November 6, 2019

8:30 a.m. to 4:30 p.m.

Suburban Collection Showplace

Novi, Michigan

The Third Annual HIV and Housing Summit is a partnership between MDHHS's Housing and Homeless Services Division and the HIV/STD Division. This year's Summit will include presentations from Collaborative Solutions, a national TA provider around HIV and Housing.

They will be presenting on system level landlord engagement, developing collaborative relationships between housing and HIV care, and also on how to build local leaders in the area of HIV and housing. Additionally, we will be having presentations on HOPWA, inclusion in housing, and fair housing.

This event is free of charge and pre-registration is required. Breakfast and lunch will be provided and plenty of free parking is available.

Registration deadline for this event is October 25.

Register here!

Want to highlight a great effort happening in your community?

Share your story here!

**Check out the latest updates
on the BoS CoC website!**

- CoC Approved Consolidated Application is now available here

Watch this space for regular website updates!

Opportunities to Connect with the BoS CoC

Local Planning Body (LPB) visits from the BoS CoC Coordinator

Jesica Vail, who will be assisting with BoS CoC Coordinator responsibilities in the interim, is available for visits to LPBs. To request a visit, please follow this link to complete a survey!

Miss last month's Governance Council Meeting?

You can register to attend or catch a previous recording of the monthly Governance Council meeting on the BoS CoC website. You'll also find agenda, minutes, and links to any other information shared!

Upcoming Events

Governance Council Meeting:

- In Person Tuesday, October 1 at 4:30pm
- Blue Water Convention Center - Port Huron

Christina Soulard
Coordinator, Balance of State Continuum of Care
miboscoc.com

Ph: 517.241.0876
Alt. Email: soulardc@michigan.gov



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

BRIAN CALLEY
LT. GOVERNOR

EXECUTIVE ORDER No. 2015 – 2

CREATION OF MICHIGAN INTERAGENCY COUNCIL ON HOMELESSNESS MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WHEREAS, Section 1 of Article V of the Michigan Constitution of 1963 vests the executive power of the state of Michigan in the Governor; and

WHEREAS, Section 2 of Article V of the Michigan Constitution of 1963 empowers the Governor to make changes in the organization of the Executive Branch or in the assignment of functions among its units that he considers necessary for efficient administration; and

WHEREAS, multiple state agencies bear the responsibility of serving homeless persons in the state of Michigan and those who are at risk of becoming homeless; and

WHEREAS, ending homelessness requires collaboration among state agencies, local governments, the private sector and service provider networks to coordinate program development, deliver key services and provide housing; and

WHEREAS, ending or reducing homelessness contributes to economic development and improves the overall quality of life within our communities; and

WHEREAS, establishment of an Interagency Council on Homelessness will provide Michigan with a central statewide homeless planning and policy development resource and allow for more efficient collaboration between various departments with the goal to meet the needs of the homeless population;

NOW, THEREFORE, I, Richard D. Snyder, Governor of the state of Michigan, by virtue of the power and authority vested in the Governor by the Michigan Constitution of 1963 and Michigan law, order the following:

I. CREATION OF THE MICHIGAN INTERAGENCY COUNCIL ON HOMELESSNESS

A. The Michigan Interagency Council on Homelessness ("Council") is created as an advisory body within the Michigan State Housing Development Authority.

B. The Council shall be composed of thirteen (13) members appointed by and serving at the pleasure of the Governor. Of the members initially appointed, four (4) members shall be appointed for terms expiring on January 31, 2017; five (5) members shall be appointed for terms expiring January 31, 2018; and four (4) members shall be appointed for terms expiring

January 31, 2019. After the initial appointments, members of the council shall serve a term of four (4) years.

C. The Council consists of the following members:

- The Director of Michigan State Housing Development Authority, or his or her designee;
- The Director of the Department of Human Services, or his or her designee;
- The Director of the Department of Community Health, or his or her designee;
- The Director of the Department of Corrections, or his or her designee;
- The Director of the Department of Education, or his or her designee;
- The Director of the Department of Military and Veterans Affairs, or his or her designee;
- The Director of the Department of Technology, Management and Budget, or his or her designee;
- The Director of the Department of Natural Resources, or his or her designee;
- A representative of the courts; and
- Four (4) representatives of the general public.

D. A vacancy on the council occurring other than by expiration of a term shall be filled in the same manner as the original appointment for the balance of the unexpired term. A member may continue serving until his or her successor is appointed.

II. CHARGE TO THE COUNCIL

A. The Council shall act in an advisory capacity, serve as a statewide homelessness planning and policy development resource for the Governor and the state of Michigan, and shall do all of the following:

1. Develop, adopt and update a 10-year plan to end homelessness. The 10-year plan shall include evidence-based improvements to programs and policies that will ensure services and housing are provided in an efficient, cost-effective, and productive manner. The plan shall be coordinated and tailored with the Federal Strategic Plan, "Opening Doors," to meet the needs of this state's homeless population.
2. Develop recommendations to:
 - expand and maximize housing resources as central to all efforts to end homelessness;
 - increase access to mainstream state and federal social service resources such as Temporary Assistance to Needy Families (TANF), Social Security Income (SSI) and veteran benefits;
 - expand and maximize service resources such as mental health and substance abuse services;
 - improve cross-system policies and procedures through system integration, streamlined application and eligibility processes, and improved outreach;
 - ensure persons in state institutions have access to services that will help

- prevent homelessness upon their discharge; and
 - promote systems integration, such as health services and housing supports, to increase effectiveness and efficiency.
- 3. Develop a strategy to implement the plan and to recommend resource, policy and regulatory changes necessary to accomplish the goals of the plan.
- 4. Recommend and assist in developing partnerships with private entities, including corporate, philanthropic and faith and community-based organizations, as well as the federal and local government, to obtain involvement and support to achieve the goals of the plan.
- 5. Monitor and oversee the implementation of the plan to ensure accountability and consistent results, including but not limited to:
 - measurable goals, including numeric goals, for permanent housing units made available for target homeless populations;
 - measure progress using the annual point-in-time data;
 - measure housing retention and how well homeless programs help their clients become employed and access mainstream programs;
 - create and coordinate a statewide data collection and reporting system; and
 - assemble accurate fiscal and demographic information and research data to support policy development and track outcomes.
- 6. Identify and maximize the leveraging of resources to improve the system of services for people who are homeless or are at risk of becoming homeless.
- 7. Provide an annual progress report on the state plan to the Governor and legislature.

III. OPERATIONS OF THE COUNCIL

A. The Council shall be staffed and assisted by personnel from the Michigan State Housing Development Authority. Any budgeting, procurement, and related management functions of the Council shall be performed under the direction and supervision of the Chairperson.

B. The Director of the Michigan State Housing Development Authority shall serve as Chairperson.

C. The Council may select from among its members a Vice-Chairperson and Secretary.

D. The Council shall adopt procedures consistent with Michigan law and this Order governing its organization and operations.

E. A majority of the members of the Council serving constitutes a quorum for the transaction of the Council's business. The Council shall act by a majority vote of its serving members.

F. The Council shall meet quarterly at the call of the Chairperson and as may be provided in procedures adopted by the Council.

G. The Council shall establish an advisory work group, comprised of representatives from the state agencies participating in the Council, representatives of the state's continuum of care organizations, a statewide homeless advocacy group and other public and private entities as the Council deems necessary to assist the Council in its duties and responsibilities. The work group shall meet monthly. The Council may adopt, reject, or modify any recommendations proposed by the work group.

H. The Council may, as appropriate, make inquiries, conduct studies and investigations into efficiencies and processes associated with preventing and ending homelessness, and receive outside comments from the public. The Council may also consult with outside experts in order to perform its duties, including but not limited to, experts in the private sector, government agencies, and at institutions of higher education.

I. Members of the Council shall serve without compensation but may receive reimbursement for necessary travel and expenses according to relevant statutes and the rules and procedures of the Civil Service Commission, and the Department of Technology, Management and Budget, subject to available funding.

J. The Council may hire or retain contractors, sub-contractors, advisors, consultants, and agents, and may make and enter into contracts necessary or incidental to the exercise of the powers of the Council and the performance of its duties, as the Chairperson deems advisable and necessary, in accordance with this Order and the relevant statutes, rules, and procedures of the Civil Service Commission, and the Department of Technology, Management and Budget.

K. The Council may accept donations of labor, services, or other items of value from any public or private agency or person. Any donations shall be expended in accordance with applicable laws, rules and procedures.

L. Members of the Council shall refer all legal, legislative, and media contacts to the Michigan State Housing Development Authority.

IV. MISCELLANEOUS

A. All departments, committees, commissioners, or officers of this state or of any political subdivision of this state may give to the council, or to any member or representative of the council, any necessary assistance required by the council, or any member or representative of the council, in the performance of the duties of the council so far as is compatible with its, his, or her duties.


B. Any suit, action, or other proceeding lawfully commenced by, against, or before any entity affected under this Order shall not abate by reason of the taking effect of this Order.

C. The invalidity of any portion of this Order shall not affect the validity of the remainder of the Order.

The Executive Order shall become effective upon filing.



Given under my hand and the Great Seal of the state of Michigan this 16th day of January, in the year of our Lord, Two Thousand Fifteen


RICHARD D. SNYDER
GOVERNOR

BY THE GOVERNOR:


SECRETARY OF STATE

FILED WITH SECRETARY OF STATE

ON 1/16/15 AT 10:35 AM



STATE OF MICHIGAN
EXECUTIVE OFFICE
LANSING

RICK SNYDER
GOVERNOR

BRIAN CALLEY
LT. GOVERNOR

EXECUTIVE ORDER No. 2015 – 2

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WHEREAS, Section 2 of Article V of the Michigan Constitution of 1963 empowers the Governor to make changes in the organization of the Executive Branch or in the assignment of functions among its units that he considers necessary for efficient administration; and

WHEREAS, multiple state agencies bear the responsibility of serving homeless persons in the state of Michigan and those who are at risk of becoming homeless; and

WHEREAS, ending homelessness requires collaboration among state agencies, local governments, the private sector and service provider networks to coordinate program development, deliver key services and provide housing; and

WHEREAS, ending or reducing homelessness contributes to economic development and improves the overall quality of life within our communities; and

WHEREAS, establishment of an Interagency Council on Homelessness will provide Michigan with a central statewide homeless planning and policy development resource and allow for more efficient collaboration between various departments with the goal to meet the needs of the homeless population;

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C. The Council may select from among its members a Vice-Chairperson and Secretary.

D. The Council shall adopt procedures consistent with Michigan law and this Order governing its organization and operations.

E. A majority of the members of the Council serving constitutes a quorum for the transaction of the Council's business. The Council shall act by a majority vote of its serving members.

F. The Council shall meet quarterly at the call of the Chairperson and as may be provided in procedures adopted by the Council.

G. The Council shall establish an advisory work group, comprised of representatives from the state agencies participating in the Council, representatives of the state's continuum of care organizations, a statewide homeless advocacy group and other public and private entities as the Council deems necessary to assist the Council in its duties and responsibilities. The work group shall meet monthly. The Council may adopt, reject, or modify any recommendations proposed by the work group.

H. The Council may, as appropriate, make inquiries, conduct studies and investigations into efficiencies and processes associated with preventing and ending homelessness, and receive outside comments from the public. The Council may also consult with outside experts in order to perform its duties, including but not limited to, experts in the private sector, government agencies, and at institutions of higher education.

I. Members of the Council shall serve without compensation but may receive reimbursement for necessary travel and expenses according to relevant statutes and the rules and procedures of the Civil Service Commission, and the Department of Technology, Management and Budget, subject to available funding.

J. The Council may hire or retain contractors, sub-contractors, advisors, consultants, and agents, and may make and enter into contracts necessary or incidental to the exercise of the powers of the Council and the performance of its duties, as the Chairperson deems advisable and necessary, in accordance with this Order and the relevant statutes, rules, and procedures of the Civil Service Commission, and the Department of Technology, Management and Budget.

K. The Council may accept donations of labor, services, or other items of value from any public or private agency or person. Any donations shall be expended in accordance with applicable laws, rules and procedures.

L. Members of the Council shall refer all legal, legislative, and media contacts to the Michigan State Housing Development Authority.

IV. MISCELLANEOUS

A. All departments, committees, commissioners, or officers of this state or of any political subdivision of this state may give to the council, or to any member or representative of the council, any necessary assistance required by the council, or any member or representative of the council, in the performance of the duties of the council so far as is compatible with its, his, or her duties.


B. Any suit, action, or other proceeding lawfully commenced by, against, or before any entity affected under this Order shall not abate by reason of the taking effect of this Order.

C. The invalidity of any portion of this Order shall not affect the validity of the remainder of the Order.

The Executive Order shall become effective upon filing.



Given under my hand and the Great Seal of the state of Michigan this 16th day of January, in the year of our Lord, Two Thousand Fifteen


RICHARD D. SNYDER
GOVERNOR

BY THE GOVERNOR:


SECRETARY OF STATE

FILED WITH SECRETARY OF STATE

ON 1/16/15 AT 10:35 AM

RACIAL DISPARITY

Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

DATA

OUTCOMES

DIRECTION

Q & A



RACIAL DISPARITY

Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

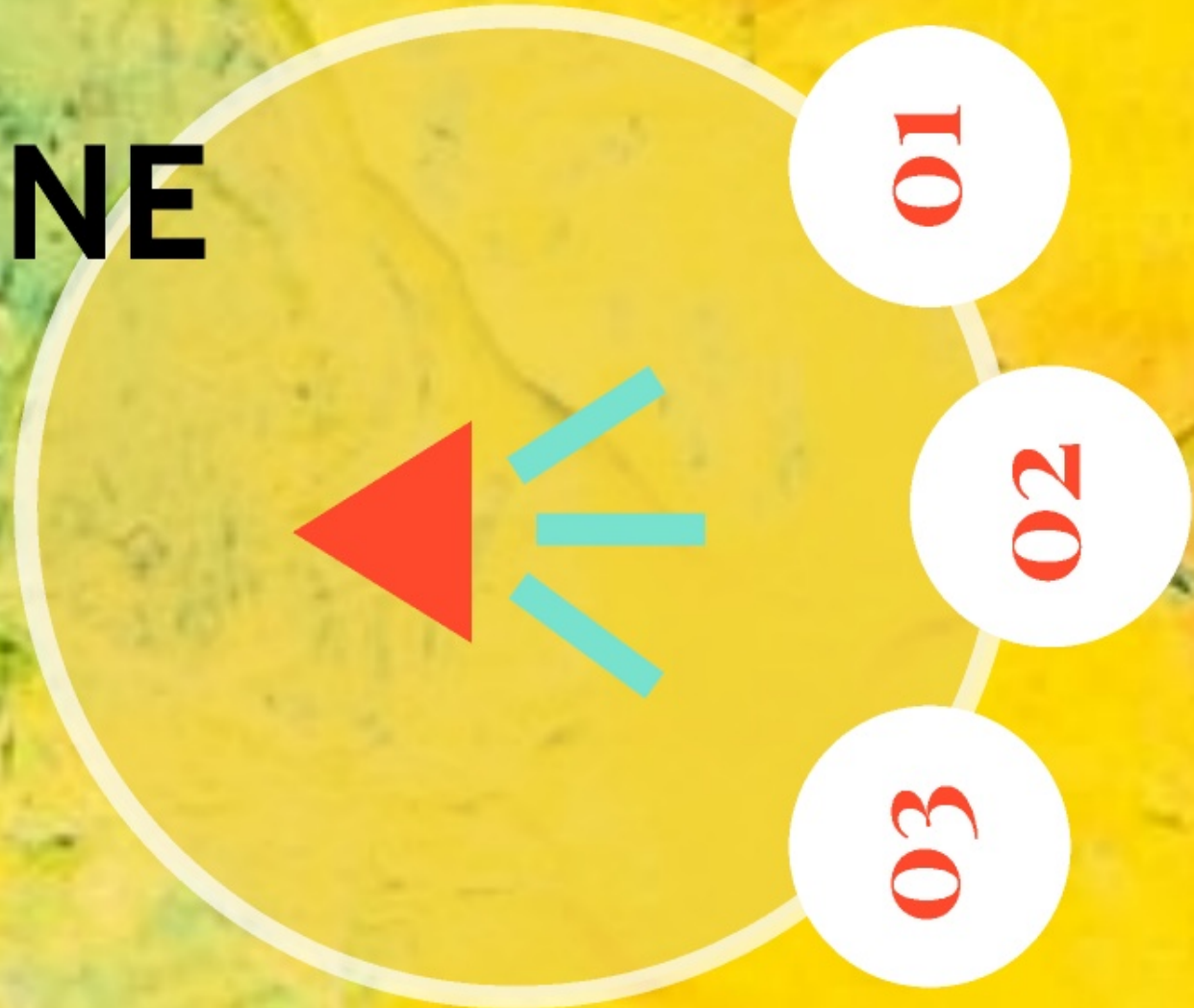
DATA

OUTCOMES

DIRECTION

Q & A

DEFINE



01





When the proportion of a racial/ethnic group within the control of the system is greater than the proportion of such groups in the general population.



When the proportion of a racial/ethnic group within the control of the system is greater than the proportion of such groups in the general population.

Outcomes: When one racial group is experiencing **housing success** at **disproportionate rate** compared to other racial groups receiving the same service.

02.





**People of color are
disproportionately more
likely to experience
homelessness in the U.S.**



People of color are
disproportionately more
likely to experience
homelessness in the U.S.

Scope of Need: In the BoS CoC, black households experience homelessness at a rate of **5x the Census representation** for 2018.

Native Americans experience homelessness **2x the Census representation**.

03

A decorative graphic consisting of several small, curved lines in red and teal colors, arranged in a cluster to the right of the number 03.

03

**Racial disparity is rooted
in systemic discrimination
and racism.**



**Racial disparity is rooted
in systemic discrimination
and racism.**

Impact of Policy: Practices like **redlining** (refusing a loan or insurance based on **racially associated lines** around neighborhoods or communities) have **immediate and generational impacts** on housing and poverty.

RACIAL DISPARITY

Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

DATA

OUTCOMES

DIRECTION

Q & A



DATA

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CY2018 Census

- Black - 2.81%
- Native American - 1.39%
- White - 92.83%

DATA

CY2018 Census

- Black - 2.81%
- Native American - 1.39%
- White - 92.83%

CY2018 HMIS Reports

- Black - 14.87% (5x)
- Native American - 3.1% (2x)
- White - 81.17%

RACIAL DISPARITY

Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

DATA

OUTCOMES

DIRECTION

Q & A

OUTCOMES



LENGTH
OF STAY

POSITIVE
EXITS

CHRONIC
HOMELESSNESS

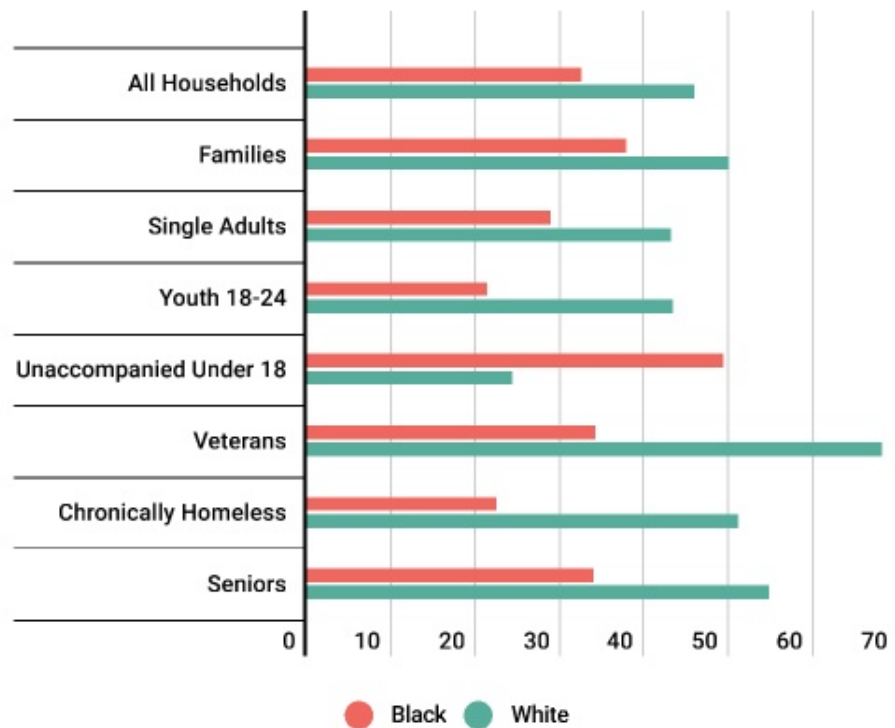
What the data tells us about
our ability to end racial
disparity in the BoS CoC

Length of Stay

Length of Stay

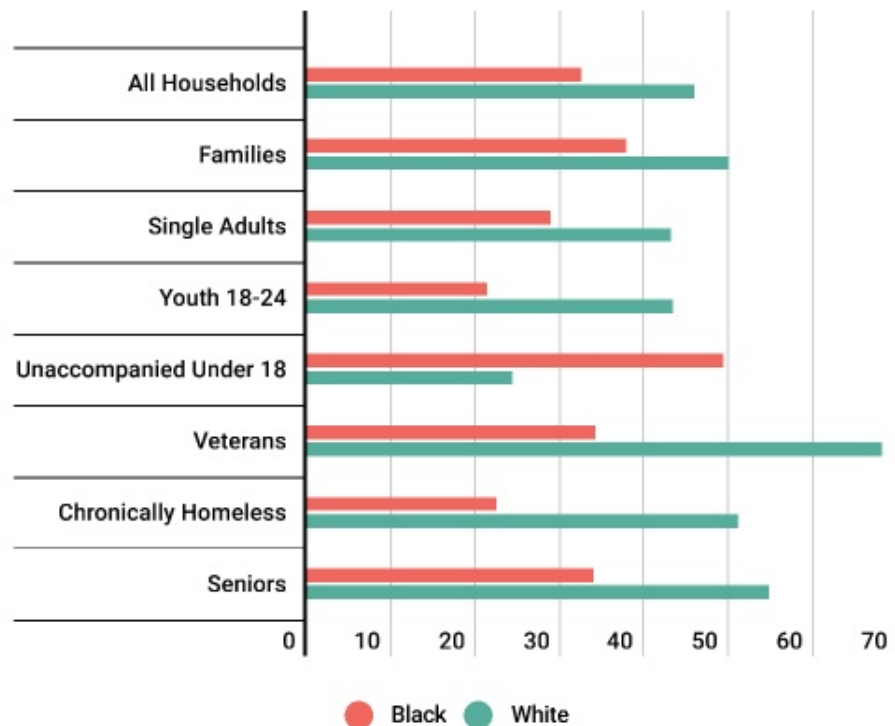


The average time it takes for a person or family to exit into housing from Emergency Shelter, Transitional Housing, Street Outreach, or Rapid Re-Housing



Length of Stay

The average time it takes for a person or family to exit into housing from Emergency Shelter, Transitional Housing, Street Outreach, or Rapid Re-Housing



Length of Stay

Overall average:

- Black - 32 days
- White - 45 days

Unaccompanied under 18 is flipped:

- Black - 49 days
- White - 24 days
- Also smallest size group (4 youth)

Chronic Homelessness, Veterans, and Youth 18-24 are most disproportionate:

- Nearly double the length of stay

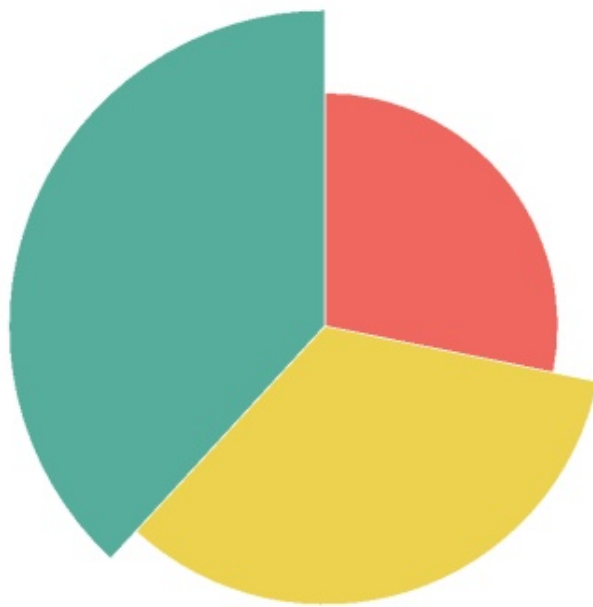
The average time it takes for a person or family to exit into housing from Emergency Shelter, Transitional Housing, Street Outreach, or Rapid Re-Housing

Positive Exits

Positive Exits



Exits from housing projects that are of permanent tenure, as defined by HUD (including ongoing subsidies and living with friends or family).



● Black ● Native American ● White

Positive Exits



Exits from housing projects that are of permanent tenure, as defined by HUD (including ongoing subsidies and living with friends or family).



● Black ● Native American ● White

Positive Exits



Overall average:

- Black - 40.61%
- Native American - 48.5%
- White - 54.97%

Exits from housing projects that are of permanent tenure, as defined by HUD (including ongoing subsidies and living with friends or family).

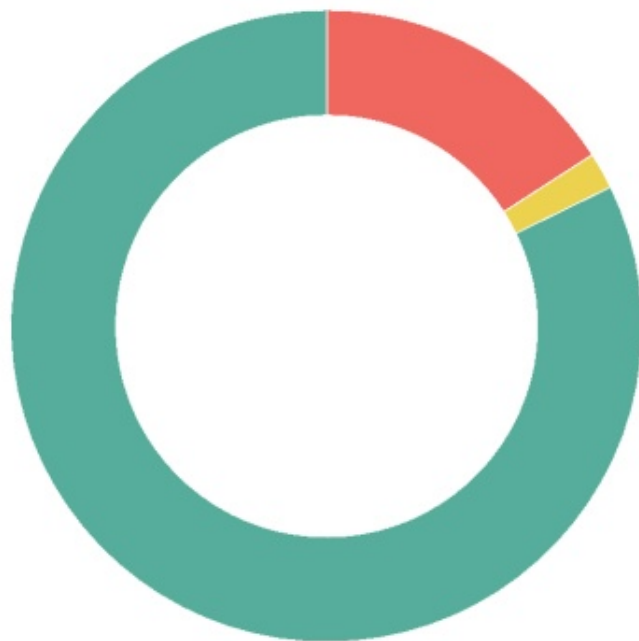


Chronic Homelessness

Chronic Homelessness



People who are chronically homeless have experienced homelessness for at least a year – or repeatedly – while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability.

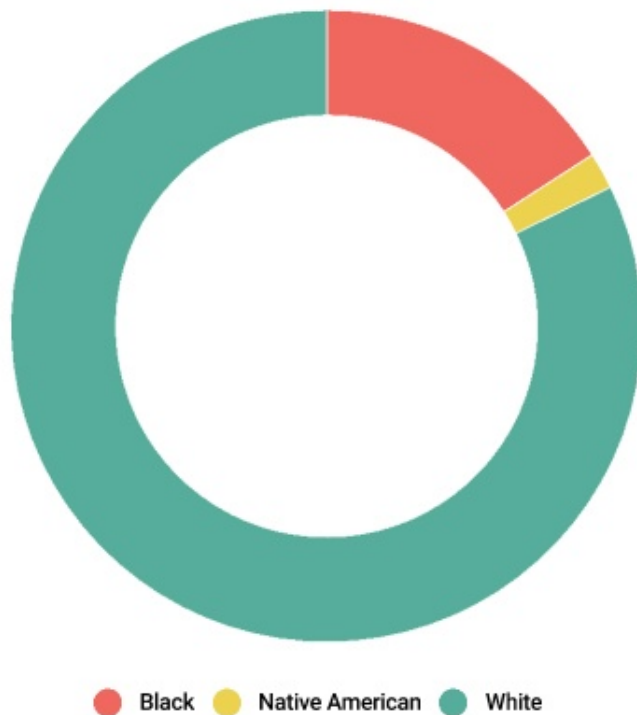


● Black ● Native American ● White

Chronic Homelessness



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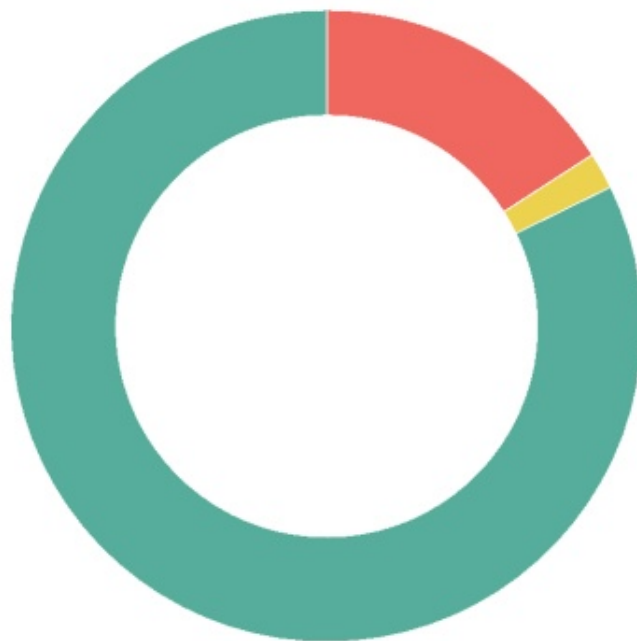
Chronic Homelessness



Overall average:

- Black - 15.67%
- Native American - 1.84%
- White - 81.11%

People who are chronically homeless have experienced homelessness for at least a year – or repeatedly – while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability.



● Black ● Native American ● White

Chronic Homelessness



Overall average:

- Black - 15.67%
- Native American - 1.84%
- White - 81.11%

If housed and housing is lost, chronic homeless status is also lost

People who are chronically homeless have experienced homelessness for at least a year – or repeatedly – while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability.

RACIAL DISPARITY

Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

DATA

OUTCOMES

DIRECTION

Q & A

DIRECTION

**NEXT
STEPS**



HOW?





Review Local Reports





Review Local Reports

- Pull routinely
- Compare racial demographics





Review Local Reports

- Pull routinely
- Compare racial demographics



Invite Representation



Review Local Reports

- Pull routinely
- Compare racial demographics



Invite Representation

- Contributions from all racial perspectives





Review Local Reports

- Pull routinely
- Compare racial demographics



Invite Representation

- Contributions from all racial perspectives



Ask Hard Questions



Review Local Reports

- Pull routinely
- Compare racial demographics



Invite Representation

- Contributions from all racial perspectives



Ask Hard Questions

- Why is there disparity?
- What do we need to change?

How?

How?

POLICIES

Naming Barriers
No "Color Blind"

How?



How?



How?



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Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

DEFINE

DATA

OUTCOMES

DIRECTION

Q & A

RESOURCES

C4 Innovations and SPARC (Supporting Partnerships for Anti-Racist Communities)

- SPARC Training in Lansing, September

National Innovation Service (NIS)

- Marc Dones, 2019 Homeless Summit Keynote

National Alliance to End Homelessness (NAEH)

Q & A

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HMIS: MCAH
mihelp@mihomeless.org



Prezi on BoS CoC Website:
Local Planning Body Resources
miboscoc.com

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Michigan's Balance of State Continuum of Care

Calendar Year 2018

OVERVIEW

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DATA

OUTCOMES

DIRECTION

Q & A