

# Washtenaw County Continuum of Care

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## 2023 Funding Competition Process:

Ranking, Project Priority Listing, & New Project Applications



OFFICE OF COMMUNITY &  
ECONOMIC DEVELOPMENT

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*Collaborative solutions for a promising future*

## Introduction & Funding Competition Details

The Federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act reauthorized the 1987 McKinney-Vento Act with a renewed emphasis on performance and establishing goals and outcomes to end homelessness. To this end, the Housing and Urban Development (HUD) Continuum of Care (CoC) program provides funding to support the efforts of local public and private non-profit agencies providing services for individuals and families experiencing homelessness.

The 2023 CoC funding competition [Notification of Funding Opportunity \(NOFO\)](#) was released on July 5, 2023. The funding competition includes the submission of a collaborative application, as well as submissions of renewal and new project applications. This year's NOFO provided the following new project opportunities:

- **Bonus:** CoCs can submit one or more bonus project applications for up to 7 percent of their Final Pro Rata Need (FPRN) (\$482,593 for Washtenaw County). Bonus applications can be for new projects or projects that expand an existing project. The following types of projects are allowable:
  1. **New Permanent Supportive Housing (PSH)** that is 100 percent dedicated to chronic homeless individuals and families *OR* meets the requirements of DedicatedPLUS (see Section I.B.2.b of NOFO)
  2. **New Rapid Re-Housing (RRH)** for homeless individuals and families, including unaccompanied youth
  3. **New Joint Transitional Housing and Rapid-Rehousing (Joint TH and PH-RRH)** combining two existing program components to better serve homeless individuals and families
  4. **New Homelessness Management Information System (HMIS)** for HMIS lead agencies
  5. **New Supportive Services Only (SSO)** to develop or operate a centralized or coordinated assessment system
- **DV Bonus:** CoCs can submit one or more applications for a Domestic Violence (DV) bonus for up to 15 percent of its Preliminary Pro Rata Need (PPRN) (\$222,053 for Washtenaw County). The DV Bonus would be funded through a \$52 million appropriation and would provide housing and services to survivors of domestic violence, dating violence, and stalking within the following types of allowable projects:
  1. **RRH projects**
  2. **Joint TH and RRH projects**
  3. **SSO projects** for coordinated entry 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 stalking
- **Reallocation:** CoCs can shift funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. The allowable project types are the same as the Bonus projects listed above.

Aside from renewals, new projects created through reallocation, and bonus projects, this year's NOFO allowed CoCs to apply for a non-competitive Planning Grant in the amount of 5 percent of the Annual Renewal Demand (ARD), (\$344,709 for Washtenaw County). The 5% amount is an increase from previous years, where the amount was 3%. This non-competitive grant funds activities related to coordinating the CoC and is not ranked within the tiered system outlined in the next section.

The 2023 NOFO also included the following components:

- **Transition grants:** Through the reallocation process, eligible renewal project applicants can transition an existing project component (e.g. RRH) to another component type. For example, a Transitional Housing project could be transitioned into a RRH project.
- **Consolidation:** Eligible renewal applicants will have the ability to consolidate two or more eligible renewal projects into one project application.

For all renewal project and new project applications, HUD requires that the local CoC Board ensure the review, selection, and ranking of each project. This process is completed each year by the Funding Review Team (FRT), a standing subcommittee of the CoC charged with making funding recommendations. The CoC Board then approves final funding recommendations and ranking.

## 2023 Funding Process and Tier Details

Washtenaw County receives approximately \$6.9 million in CoC funding annually and conducts a review of all CoC funded applicants every year prior to approving the submission of the CoC community & project applications. Each year, the Washtenaw County Office of Community & Economic Development (OCED)—in its role as the CoC Collaborative Applicant—staffs the Funding Review Team (FRT) in the review and ranking process associated with the annual CoC funding competition. This year, FRT members include:

- Amanda Carlisle - Executive Director, Washtenaw Housing Alliance (WHA); CoC Board member
- Amanda Sternberg - Performance Management Analyst, Homeless Action Network of Detroit
- Joye Clute, Director of Service Programs, Friends in Deed
- Laurie Lutomski, Community Resource Coordinator, Ypsilanti township
- Marshall Averill, Student Success Coach, Washtenaw Community College
- Merrill Poliner<sup>1</sup>, Board member, Michigan Ability Partners
- Patricia Davis, Outreach worker, Washtenaw County Sherriff's Office

As in past years, HUD requires renewal projects to be ranked in two tiers with the purpose of CoCs indicating which projects are prioritized for funding. This year's NOFO mandated the first tier to include 93 percent of the ARD (\$6,411,589 in Washtenaw County), and the second tier to include the remaining 7% of ARD (\$482,593) along with any funds available for bonus projects.

The following describes how HUD awards funding within the two tiers and how scoring from the Collaborative Application is used:

- CoCs' Collaborative Applications will receive a score based on a 200-point scale;
- HUD will fund all projects in Tier 1 beginning with highest scoring CoC to lowest scoring;
- HUD will select projects in Tier 2, in order of point value, until there are no more funds available;
- Tier 2 will be based on CoC score and project scores. HUD will award a point value to each new and renewal project in Tier 2 using a 100-point scale:
  - CoC Score (up to 50 points directly proportional to the score of the CoC Application)
  - CoC Project Ranking (up to 40 points based on their ranking within Tier 2 according to HUD's formula)
  - Commitment to Housing First (up to 10 points for how the project demonstrates that it is low barrier and prioritizes rapid placement and stabilization in permanent housing)
- DV Bonus projects will be awarded a point value using a 100-point scale:
  - CoC score (up to 50 points directly proportional to the score of the CoC Application)
  - Need for new project (up to 25 points)
  - Quality of Project Applicant (up to 25 points)

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<sup>1</sup> Recused from discussion of Michigan Ability Partners projects

- If a project straddles two tiers, HUD will fund the projects separately, first funding the Tier 1 amount and then funding the Tier 2 portion – if it qualifies based on the Tier 2 score defined above. The award announcement of a project that straddles two tiers may not be communicated until the Tier 2 projects are announced.

New and renewal projects are ranked using the CoC Board approved 2023 Ranking Policy (Attachment A).

### CoC Renewal Scoring and Ranking Process

A total of 14 projects were up for renewal during this funding competition. Using a standard scoring rubric (Attachment B) to review project outcomes, data quality, and HUD compliance based on HUD audits and expenditure of funds, the FRT was able to score renewal projects and rank them based on scores (see Attachment C for score breakdown).

All renewal projects were recommended for funding by the FRT.

### New Project Scoring and Selection Process

After a review of community data and current resources, as well as system-level discussions about community needs, Washtenaw County CoC determined that bonus or expansion project applications for coordinated entry projects and new permanent housing projects (PSH or RRH), in that order, were necessary to meet community need.

On August 11, 2023, OCED released application materials for those interested in applying for four project types:

- CoC Bonus supportive services only coordinated entry projects (SSO CE)
- CoC Bonus permanent housing or expansion projects (PSH)
- DV Bonus supportive services only coordinated entry projects (SSO CE)
- DV Bonus permanent housing or expansion projects (RRH)

Applications were due on August 28, 2023.

One CoC Bonus SSO CE project, One CoC Bonus PSH bonus/expansion application, and one DV bonus RRH application were submitted as shown in the chart below. The FRT used a bonus project scoring tools (Attachment D) and a DV bonus scoring tool (Attachment E) to review and score the submitted projects.

CoC Bonus Projects							
Total Funding Available: \$482,593							
Populations Served	Total Units	Rental Assistance	Supportive Services	Admin	Subtotal (Funding Request)	Match	Grand Total
<b>SOS Community Services—Coordinated Entry</b>							
<i>Submitted project would fund staffing for a new coordinated entry system</i>							
All	N/A	N/A	\$442,593	\$40,000	\$482,593	\$120,649	\$603,242
<b>Avalon Housing—PSH Singles Expansion</b>							
<i>Submitted project would expand a current 22-unit PSH project serving Chronically Homeless Individuals</i>							

<b>Chronic Individuals</b>	20 New (64 existing)	\$13,836	\$130,000	\$14,384	\$158,220	\$39,555	\$197,775
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DV RRH Bonus Projects Total funding Available: \$222,407							
Populations Served	Total Units	Rental Assistance	Supportive Services	Admin	Subtotal (Funding Request)	Match	Grand Total
<b>SOS Community Services—RRH for Families DV Bonus</b> <i>Submitted project would expand a current 20unit RRH project serving DV Survivors</i>							
<b>DV Survivors</b>	7 New (20 Existing)	\$117,912	\$101,544	\$2,951	\$222,407	\$55,602	\$278,009

### Bonus Project Selection

Upon review, the FRT found the PSH project to be the highest scoring submission, and is recommending funding both projects with the following adjustments:

- The SOS CE-SSO project is recommended to be funded at \$338,209
- The Avalon PSH Singles Expansion is recommended for funding at \$144,384

Both projects will move forward and be ranked according to the ranking policy.

### DV Bonus Selection

While only one project was submitted for the DV bonus, it was a strong application that showcased a partnership with local DV survivor experts. The application scored well and met the community need to serve a special population. It was selected to move forward at the full DV bonus funding amount of \$222,407.

### Funding Recommendations & Ranking

The project rankings below are listed according to the 2023 Ranking Policy (Attachment A). As seen in the Project Rankings table below, Tier 1 includes 93 percent of the CoC's ARD, which is the HMIS project renewal and all renewal PSH project, the reallocation PSH project, and most of the RRH project, which is split between tiers as described above. Tier 2 will include the remainder of the RRH project, the CoC Bonus projects, and the DV bonus project:

2023 HUD CoC Project Rankings						
Tier	Project Status	Rank	Provider	Project	Amount	
1	Renewal	1	OCED	HMIS	\$137,334	
		2	MAP	MAP PSH RASS	\$394,856	
		3	Avalon	Avalon PSH Singles	\$848,091	
		4	Avalon	Avalon PSH Families	\$296,424	
		5	Ozone	Ozone Supportive Housing for Youth	\$140,032	
		6	MAP	MAP MVP	\$52,073	
		7	MAP	MAP Willowpond	\$42,103	

		8	Avalon	Avalon/Pontiac Trail	\$99,672
		9	Avalon	Avalon/Ashley	\$102,507
		10	MAP	MAP SPC SRA	\$500,807
		11	Avalon	SPC Avalon SRA + Bonus 2010 Consolidation	\$351,132
		12	Avalon	Avalon 2014 Bonus PSH	\$777,449
		13	MAP	MAP PSH PASS	\$215,286
		14	MAP	MAP SPC TRA	\$443,941
	Renewal	15	SOS	SOS RRH for Families	\$2,009,882
TIER 1 TOTAL					<b>\$ 6,411,589</b>
2	Renewal	15	SOS	SOS RRH for Families	\$482,593
	COC Bonus	16	SOS	SOS Coordinated Entry	\$338,209
	CoC Bonus	17	Avalon	PSH Singles Expansion	\$144,384
	DV Bonus	18	SOS	RRH for Families DV Bonus	\$222,407
TIER 2 TOTAL					<b>\$ 1,187,593</b>
Grand Total					<b>\$ 7,599,182</b>

### CoC Board Approval of FRT Recommendations

The CoC Board approved the funding and ranking recommendations submitted by the FRT and outlined in this report on September 20, 2023. The CoC Board's responsibility in this process included:

- Approval of the FRT report and its contents;
- Approval of the FRT funding recommendations and project ranking;
- Affirmation that CoC staff would complete and submit the 2023 CoC Consolidated Application and Priority Rankings and publicly post both by September 26, 2023.

## Attachment A: Ranking Policy

# Washtenaw County Continuum of Care (CoC) FY2022 Funding Competition

## 2023 Ranking Policy

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Each year, the U.S. Department of Housing and Urban Development (HUD) requires all new and renewal applications submitted as a part of the annual Continuum of Care (CoC) funding competition to be ranked according to a CoC-approved, community ranking policy. The 2023 Ranking Policy was drafted per recommendations from the CoC Community from a public meeting held on July 27, 2023. This policy was approved by the CoC Board on 9/20/2023.

**Washtenaw County CoC is committed to the below ranking policy for the 2023 CoC Funding Competition.**

### Projects will be ranked in the following order:

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1. Infrastructure projects (HMIS)
2. PSH Renewals ranked by score\* (high to low) in the following order:
  - a. Projects with agency-owned units and Leasing Projects
  - b. Project-based rental assistance (PRA)
  - c. Sponsor-based rental assistance (SRA)
  - d. Tenant-based rental assistance (TRA)
3. Projects created through reallocation in the following order: PSH for families, PSH for Individuals
4. RRH Renewals ranked by score\* (high to low)
5. Renewals that do not have a full 12 months of Annual Performance Report (APR) data\*\*
6. Bonus projects ranked by score\* (high to low) in the following order:
  - a. Supportive Services Only-Coordinated Entry Projects
  - b. PSH in the following order:
    - i. Projects with agency-owned units and Leasing Projects
    - ii. Project-based rental assistance (PRA)
    - iii. Sponsor-based rental assistance (SRA)
    - iv. Tenant-based rental assistance (TRA)
7. Domestic Violence (DV) Bonus projects in the following order:
  - a. Supportive Services Only-Coordinated Entry Projects serving survivors of domestic violence, dating violence, and stalking
  - b. RRH Projects serving survivors of domestic violence, dating violence, and stalking
8. HMIS Expansion Projects

\*Projects with equal scores are ranked by higher Section 2 Component: *Program Outcome* rubric score. If there is still a tie in score, projects will be ranked by higher Section 3 Component: *Compliance* rubric score.

\*\* Newly implemented projects that do not have a full 12 months of APR data are exempt from outcome scores

## Guidance for projects that straddle Tiers:

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If a project, once listed in ranked order, straddles the Tier 1/Tier 2 funding line, the following policy will apply:

If a project straddles the line (i.e. a portion of the project budget falls within Tier 1 and a portion within Tier 2), that agency will be asked if the project would still be feasible if only funded for the Tier 1 amount. Agency

submits feasibility plan in writing for review by the Funding Review Team (FRT). The FRT reviews this plan and decides whether to accept it based on whether the project would be feasible at the reduced amount.

- IF YES: If project agrees and feasibility plan is accepted by the FRT, the project is submitted straddling the two Tiers.
- IF NO: If project indicates it would not be feasible at a reduced amount or the FRT does not accept the feasibility plan, the project will be dropped so that it wholly fits into Tier 2 and the next ranked project will have the same opportunity to show feasibility straddling the line. This process is continued until a viable project is placed into Tier 1 amount. The FRT will do everything it can to ensure the full amount of Tier 1 funding is utilized.



# 2023 RENEWAL PROJECT PERFORMANCE RUBRIC

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PROJECT SCORE: / 83 points; %

Agency:

Project:

Project Type:

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Total Award:

Leasing/Rental Assistance:

Supportive Services:

Operating Costs:

HMIS:

Admin:

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Project Narrative:

Insert narrative here

## Project Details

### TARGET POPULATION

(check all that apply)

- ☐ Chronically Homeless
- ☐ Veterans
- ☐ Youth (under 25)
- ☐ Families with Children
- ☐ Domestic Violence
- ☐ Substance Abuse
- ☐ HIV/AIDS
- ☐ Other

### PROJECTED UNITS/BEDS

**Total Units:** \_\_\_\_ (total agency-owned) \_\_\_\_

### PROJECTED HOUSING TYPE

(check all that apply)

- ☐ **Scattered-site apartments:** Total Units \_\_\_\_ # Agency Owned \_\_\_\_
- ☐ **Clustered apartments:** Total Units \_\_\_\_ # Agency Owned \_\_\_\_
- ☐ **Single Room Occupancy:** Total Units \_\_\_\_ # Agency

### PROJECTED CLIENTS SERVED

Total Households Served: \_\_\_\_

Total Persons Served: \_\_\_\_

Total Adults: \_\_\_\_

Total Accompanied Children (Under 18): \_\_\_\_

Unaccompanied Children (Under 18): \_\_\_\_

## SECTION 1 – THRESHOLD

Each agency and project must meet the minimum standards below to be considered for renewal funding. Project scores within certain ranges will require a Corrective Action Plan (CAP) as described below. Please note that projects that have not completed a full calendar year of operations are exempt from project thresholds.

### Agency Threshold

Threshold Description	Met? (Yes/No)
1. Agency meets the financial audit requirements stipulated under the Human Services Partnership Request for Information (RFI).	
2. Agency has attended at least 1 of 2 CoC All-Membership Meetings in the past 12 months.	
3. Agency has representation in at least one of the CoC committees ( i.e. WHA Operations Committee, Coordinated Entry Oversight & Evaluation) and has attended at least 75% of meetings convened by the committee.	
4. Agency has a 75 % attendance rate at Community Housing Prioritization Meetings.	

### Project Threshold

Threshold Description	Met? (Yes/No)
1. <b>Project Outcomes:</b> Project earned at least <b>60% of available points</b> . Projects scoring between 20%-60% must submit a CAP; below 20% will not be considered for funding.	
2. <b>Compliance:</b> Project earned at least <b>70% of available points</b> . Projects scoring between 50% -70% must submit a CAP; below 50% will not be considered for funding.	
3. <b>HMIS Data Quality:</b> Project earned at least <b>85% of available points</b> . Projects scoring between 55%-85% will need to submit a CAP; below 55% will not be considered for funding.	

## SECTION 2 – PROJECT OUTCOMES

All  
Perma

ment Supportive Housing criteria are measured for *both stayers and leavers*. Rapid Re-Housing criteria measure *leavers only*. Projects earn full points for meeting or exceeding the target rate, with partial points available. See page XX for a breakdown of how these scores are calculated and scoring ranges.

Criteria	Target	Project Rate	Score
<b>A) Permanent Housing</b> What percentage of clients are permanently housed?	95%	%	<b>/20</b>
<b>B) Health Insurance</b> What percentage of clients have one ore more types of health insurance?	80%	%	<b>/4</b>
<b>C) Employment</b> What percentage of clients are earning employment income?	20%	%	<b>/1</b>
<b>D) Total Income</b> What percentage of clients maintained or increased their total income?	60%	%	<b>/9</b>
<b>E) Cost Effectiveness</b> What is the average amount spent on supportive services per client housed?	N/A		
<b>SUBTOTAL: Project Outcomes</b>			<b>/34</b>

## SECTION 3 – CONSUMER FEEDBACK

Criteria	Scoring	Agency Rate	Score
<b>Does the agency have a current or former client on their board or other policy-making entity?</b> <i>(Required by HUD)</i>	Yes, it's currently in place = 3 No, but there is a plan= 1 No, no plan= 0		<b>/3</b>
<b>Is there a grievance and redress process in place for consumers?</b> <i>(Required by HUD)</i>	Yes, it's currently in place = 3 No, but there is a plan= 1 No, no plan= 0		<b>/3</b>
<b>Is there a feedback collection process in place?</b> (such as client satisfaction surveys, client engagement sessions, etc.)	Yes, it's currently in place = 3 No, but there is a plan= 1 No, no plan= 0		<b>/3</b>
<b>Is client feedback used to inform current and future services?</b>	Yes, it's currently in place = 3 No, but there is a plan= 1 No, no plan= 0		<b>/3</b>
<b>SUBTOTAL: Consumer Feedback</b>			<b>/12</b>

## SECTION 4 – COMPLIANCE

Criteria	Scoring	Agency Rate	Score
<b>Does the agency have any unresolved monitoring or audit findings from any HUD Grants (including ESG)?</b> <i>This question includes subgrantees, if any</i>	No, no findings = 5 Findings w/ Corrective Action Plan (CAP) Submitted= 3 Findings, No CAP= 0		<b>/5</b>
<b>Has the agency expended all funds on this grant?</b>	90-100%=5 85% -89%=3 84% and below = 0		<b>/5</b>
<b>Does the agency have outstanding obligations to HUD in arrears or for which a payment schedule is not agreed upon?</b>	No=5 Yes=0		<b>/5</b>
<b>Has the agency submitted any late Annual Performance Reports to HUD in the past 3 years?</b>	0-1 late APRs = 5 2-3 late APRs = 0		<b>/5</b>
<b>SUBTOTAL: Compliance</b>			<b>/20</b>
SECTION 5 – BUDGET			
Budget submitted is clearly filled out and calculated correctly. Budget requests are clear, logical and consistent with the overall activities proposed in the application. Quantity descriptions clearly identify what is included in the requests and are in line with project requirements.			<b>/6</b>

OPTIONAL BUDGET NARRATIVE:

## SECTION 6 – HMIS DATA QUALITY

Rev	Scoring	Agency Rate	Score
<b>Name</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Date of Birth</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Gender</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Social Security Number</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Race</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Ethnicity</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Veteran Status</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Disabling Condition</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Destination</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Relationship to Head of Household</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>Annual Assessments Completed</b>	5% Error rate or less = 1 >5% = 0		<b>/1</b>
<b>SUBTOTAL: HMIS Data Quality</b>			<b>/11</b>
<b>GRAND TOTAL:</b>			<b>/83</b>

## Reviewer Notes and Comments

## Appendix: Project Outcome Calculations

<p><b>A) Retention of Permanent Housing or Movement to Other Permanent Housing</b></p> $\left[ \frac{\text{No. of stayers} + \text{No. of leavers exiting to PH types}}{\text{Total no. of persons served}} \right]$ <p>X 100%</p>	<p><i>Numerator:</i></p> <p><b>A. APR Q22a1</b> Total stayers  <b>+ B. APR Q23c</b> Permanent Subtotal</p> <p><i>Denominator:</i></p> <p><b>C. APR Q7a</b> Total persons served (inc. children)  <b>- D. APR Q23c</b> Total Deceased</p>
<p><b>B) Leavers and Stayers at Annual Assessment with one or more type of Health Insurance (de-duplicated)</b>  (includes Medicaid, Medicare, VA Insurance)  <i>Total no. of (L + S) with HI</i></p> $\left[ \frac{\text{Total no. of Adults with Annual Assessments and Adult Leavers}}{\text{Total no. of Adults with Annual Assessments and Adult Leavers}} \right]$ <p>X 100%</p>	<p><i>Numerator:</i></p> <p><b>A. APR Q21</b> Total at annual assessment with 1 source  <b>+ B. APR Q21</b> Total at annual assessment w/ more than 1 source  <b>+ C. APR Q21</b> Total leavers with 1 source  <b>+ D. APR Q21</b> Total leavers with more than 1 source</p> <p><i>Denominator:</i></p> <p><b>E. APR Q7a</b> Total no. of adults  <b>- F. APR Q21</b> # of stayers not yet required to have an assessment</p>
<p><b>C) Employment Rate for Leavers and Stayers at Annual Assessment</b></p> $\frac{\text{Total no. of Adult (L + S) with earned Y}}{\text{Total no. of Adults served} - \text{Adults on disability} - \text{Adults 55 and over}}$ <p>X 100%</p>	<p><i>Numerator:</i></p> <p><b>A. APR Q18</b> Total at annual assessment with earned income  <b>+ B. APR Q18</b> Total at annual assessment w/both earned and other ioncome  <b>+ C. APR Q18</b> Total leavers with earned income  <b>+ D. APR Q18</b> Total leavers with both earned and other income</p> <p><i>Denominator:</i></p> <p><b>E. APR Q18</b> Total adults  <b>+ F. APR Q18</b> Total adult leavers  <b>- G. APR Q18</b> # of stayers not yet required to have an assessment  <b>- H. From provider</b> # of adults &lt;55 on disability  <b>- I. APR Q11</b> # of adults 55 or older</p>
<p><b>D) Leavers and Stayers who maintained or increased total income (earned + non-employment income)</b></p> $\left[ \frac{\text{Total no. of Adults (L + S) who maintained or } \uparrow \text{ Total Y}}{\text{Total no. of Adults served}} \right]$ <p>X 100%</p>	<p><i>Numerator:</i></p> <p><b>A. APR Q19a1*</b> Retained income category and same \$  <b>+ B. APR Q19a1*</b> Retained income category and increased \$  <b>+ C. APR Q19a1*</b> Did not have income category and gained income  <b>+ D. APR Q19a2*</b> Retained income category and same \$  <b>+ E. APR Q19a2*</b> Retained income category and increased \$  <b>+ F. APR Q19a2*</b> Did not have income category and gained incom</p> <p><i>Denominator:</i></p> <p><b>G. APR Q19a1*</b> Total adults (including those with no income)  <b>+ H. APR Q19a2*</b> Total adults (including those with not income)</p> <p>* Use row "Number of Adults with any Income" in table Q19a3</p>



**E) Cost Effectiveness**

$$\left[ \frac{\text{Supportive Services \$ Total}}{\# \text{ of Stayers} + \# \text{ of exits to PH}} \right]$$

*Numerator:*

**A. Grant Inventory Worksheet Column H** Supportive Services Total

*Denominator:*

**B. APR Q22a1** Total stayers

**+ C. APR Q23c** Permanent Subtotal

## Attachment C: Renewal Project Scores

### 2022 HUD CoC Renewal Project Scores

2022 Continuum of Care: Renewal Projects Score Comparison											
PROVIDER	PROJECT	rental assistance type	Agency owned units	PROJECT OUTCOMES (out of 34 points)	CONSUMER FEEDBACK (out of 12 points)	COMPLIANCE (out of 20 points or 15 for exempt)	BUDGET (out of 6 points)	DATA QUALITY (out of 11 points)	TOTAL SCORE (out of 83 points; see below for exempt)	% TOTAL SCORE	ANNUAL RENEWAL
	Average Score			31	12	19	6	11	78	94%	
	Highest Score			34	12	20	6	11	83	100%	
	Lowest Score			25	10	18	6	9	72	88%	
OCED	HMIS	Infrastructure	n/a	EXEMPT	EXEMPT	EXEMPT	EXEMPT	EXEMPT	EXEMPT	EXEMPT	\$ 137,334
MAP	MAP PSH RASS	Leasing	yes	34	12	20	6	10	82	99%	\$ 394,856
Avalon	Avalon PSH Singles	SRA	yes	32	12	18	6	11	79	95%	\$ 848,091
Avalon	Avalon PSH Families	SRA	yes	26	12	18	6	11	73	88%	\$ 296,424
Ozone	Ozone Supportive Housing for Youth	TRA	yes	33	12	18	6	10	79	95%	\$ 140,032
MAP	MAP MVP	N/A	yes	34	12	20	6	11	83	100%	\$ 52,073
MAP	MAP Willowpond	N/A	yes	30	12	20	6	11	79	95%	\$ 42,103
Avalon	Avalon/Pontiac Trail	N/A	yes	28	12	18	6	11	75	90%	\$ 99,672
Avalon	Avalon/Ashley	N/A	yes	31	12	18	6	10	77	93%	\$ 102,507
MAP	MAP SPC SRA	SRA	mixed	34	12	18	6	11	81	98%	\$ 500,807
Avalon	SPC Avalon SRA	SRA	mixed	27	12	18	6	10	73	88%	\$ 351,132
Avalon	Avalon 2014 Bonus PSH	TRA	mixed	31	12	18	6	10	77	93%	\$ 777,449
MAP	MAP SPC TRA	TRA	no	34	12	20	6	10	82	99%	\$ 443,941
MAP	MAP PSH PASS	TRA	no	32	12	18	6	11	79	95%	\$ 215,286
SOS	SOS RRH	RRH TRA	no	31	12	15	6	11	75	90%	\$ 2,492,475
										<b>Total</b>	<b>\$6,894,182</b>
PROJECT TYPE:		Permanent Supportive Housing				Rapid Re-Housing					

# APPLICATION FOR NEW SUPPORTIVE SERVICES ONLY COORDINATED ENTRY PROJECTS

WASHTENAW COUNTY CONTINUUM OF CARE (COC) 2023

## background and application OVERVIEW

The Washtenaw County Continuum of Care (CoC) is accepting applications for one or more bonus or expansion projects totaling \$482,593 for the 2023 CoC Funding Competition. The U.S. Department of Housing and Urban Development (HUD) allows CoC's to apply for new (bonus) projects or for expansions of current CoC projects. ***This application uses definitions and requirements based on the [2023 NOFO](#).***

## application process and due dates

Applicants are required to **complete and submit this application to be reviewed and scored by the FRT**, a committee of the Washtenaw County CoC Board. **Applications are due Monday, August 28 at 11:59pm by email to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) (late submissions may not be reviewed).**

The applications will be reviewed by the Funding Review Team (FRT). The FRT will score projects on a 100-point scale (see scoring rubric in Appendix C) and approve/deny based on score and how the project will meet community need as demonstrated by local data, provider feedback, and the Community Housing Prioritization (CHP) By-Name List (calculated using currently chronic homeless numbers and monthly in-flow). Approved projects will be ranked based on the CoC approved 2023 Ranking Policy, which will be finalized at the September 20 CoC Board Meeting. Upon notification of funding decision, selected applicants will begin a process with OCED to review CoC Bonus applications that will be submitted to the U.S. Department of Housing and Urban Development (HUD) via E-SNAPS (HUD's grant management system).

Please contact Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions.

## Bonus/Expansion Project application Timeline

1. Interested applicants submit full application by 8/28
2. FRT reviews applications and meets to select the project by 9/13
3. Applicants notified of their status by 9/13.
4. Selected project(s) submit PDF versions of their E-SNAPS project application to OCED for Round 1 feedback by 9/20
5. Selected project(s) are given feedback and corrections for Final submission by 9/22
6. Selected project(s) submit final E-SNAPS project application by 9/26

## Eligible applicants:

- Eligible project applicants and any subrecipients for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as

such term is defined in 24 CFR 5.100, without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. Project applicants and subrecipients (if any) must provide evidence of eligibility required in the application (e.g., nonprofit documentation).

- Applicant agencies must carry out duties within the geographic area of Washtenaw County.
- Project applicants and any subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.
- Project applicants and any subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
- Project applicants and any subrecipients must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, history of consistently late APRs, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- Project applicants and any subrecipients must be in compliance with applicable fair housing and civil requirements.
- Only the HMIS Lead Agency may apply for HMIS expansion projects

## Eligible projects/Activities for the Funds:

Supportive services only coordinated entry (SSO-CE) project to develop or operate a centralized or coordinated assessment system

### Eligible Projects/Activities

- Applicants can apply for a new **supportive services only-coordinated entry (SSO-CE)** project to develop or operate a centralized or coordinated assessment system.
  - Eligible Activities for a Supportive Services Only-Coordinated Entry project include:
    - Assessment of Service Needs
    - Assistance with Moving Costs
    - Case Management
    - Child Care
    - Education Services
    - Employment Assistance
    - Food
    - Housing/Counseling Services
    - Legal Services
    - Life Skills
    - Mental Health Services
    - Outpatient Health Services
    - Outreach Services
    - Substance Abuse Treatment Services
    - Transportation
    - Utility Deposits
    - Operating Cost
- The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, exceptions apply- *these exceptions can be found in Section III.B.of the [2023 NOFO](#).*
- The types of supportive services for which the funding may be used is limited to the following: assistance with moving costs, case management, food, housing/search and counseling services, life skills, outreach services, transportation, and utility deposits (only if these are not included in rental/lease agreement). All other supportive services costs typically eligible under the CoC Program interim rule are not eligible costs under this application.

- The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. It also must ensure that the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source.
- Projects must agree to enter client data into HMIS, participate in the annual point-in-time and housing inventory counts, partner with coordinated entry Housing Access for Washtenaw County (HAWC), and comply with all other CoC Policies and Procedures, including the Community Housing Prioritization (CHP) process.

## ELIGIBLE POPULATIONS:

- New SSO-CE Projects can serve any persons meeting the homeless definitions in 24 CFR 5783.3, with the exception of Category 3. This includes people meeting the definition for:
  - Literal Homelessness (Category 1)
  - Imminent Risk of Homelessness (Category 2)
  - Fleeing/Attempting to Flee Domestic Violence (Category 4)

Persons in transitional housing **are not** considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program and are not eligible to be served in proposed projects

## Project quality Threshold

### project criteria

- Must meet at least 2 out of the 4 criteria below (see page 57 of the 2023 NOFO):
  - The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
  - There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
  - There is a standardized assessment process.
  - Ensures program participants are directed to appropriate housing and services that fit their needs.

# new/expansion project APPLICATION

## 2023 CoC Funding Competition

- All information is required, including attachments. The Funding Review Team reserves the right not to review incomplete applications or projects that don't meet eligibility requirements.
- Applications are due by **Monday, August 28, 2023 at 11:59pm** and should be sent to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org). **Late submissions will not be reviewed.**
- Please contact [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions about the form or process.

### I. GENERAL INFORMATION (not scored)

#### 1. Agency Contact Information:

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_
- d. Is the agency a current HUD CoC grantee? ☐ Yes    ☐ No

#### 2. Sub-Recipient Organization (if applicable):

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

#### 3. Contact person for this project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 4. Proposed HUD Request (\$): \_\_\_\_\_

#### 5. Proposed Total Budget \$ (Total HUD Requested + at least 25% Match) \*: \_\_\_\_\_

#### 6. Is the Proposed Project applying for DV Bonus?

☐ Yes      ☐ No

#### 7. Proposed Grant Term: \_\_\_\_\_

#### 8. Proposed Project Budget:

Eligible Costs	Total Assistance Requested	Total Project Budget
Supportive Services		
Sub-total Request		

Administrative costs (Up to 10%)		
Cash Match		
In-kind Match		
Total Match – 25% for all categories		
Total Budget		

9. If the FRT decides to scale down projects, what is the **Minimum HUD Funding** needed to make this project or expansion viable? \_\_\_\_\_
10. The following **required attachments** are included:
- ☐ Most recent independent audit and submission of SAS114, and 115, if applicable
  - ☐ Current year Board-approved agency budget

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*Applicants should fully respond to the following narrative questions. Applicants are encouraged to answer as succinctly as possible.*

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## **II. APPLICANT/SPONSOR EXPERIENCE AND CAPACITY (20 points)**

<p>A. Describe the experience of the project applicant, sub-recipients (if any), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to serving as a coordinated entry and carrying out the activities of the project. Be sure to provide concrete examples that illustrate</p> <ul style="list-style-type: none"><li>1) experience/expertise serving as the coordinated entry</li><li>2) working with and supporting service providers</li></ul>
<p>B. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sectors. Be sure to include a description of experience with delivering or securing Medicaid funded services for participants in the agency's programs.</p>
<p>C. Describe the basic organization &amp; management structure of the applicant &amp; subrecipients (if any). Include description of internal &amp; external coordination, structures for managing basic organization operations, &amp; an adequate financial accounting system that will be used to administer the grant.</p>
<p>D. Describe the experience of the applicant &amp; potential subrecipients (if any), in effectively utilizing federal funds &amp; performing the activities proposed in the application, given funding &amp; time limitations.</p>
<p>E. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, were there any findings from the audit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe the findings &amp; your agency's corrective actions to satisfy the findings &amp; <u>attach a copy of the corrective action plan that you submitted to HUD or OCED.</u></p>
<p>F. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe the details of unresolved monitoring or audit findings &amp; steps that will be taken to resolve.</p>
<p>G. Have you returned any funds to HUD on any existing grants in the last two</p>



<p>years?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, how much has been returned?</p> <p>What is the reason that the funds have been returned?</p>
<p>H. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, how much is owed?</p> <p>What is the reason for the obligation to HUD?</p> <p>What is preventing establishing a payment schedule?</p>

### III. PROJECT DESCRIPTION (40 points)

<p>A. Provide a description (<b>limit 2000 characters</b>) that addresses the entire scope of the proposed project. The project description should be complete &amp; concise. It must address the project plan for addressing coordinated entry needs, anticipated project outcome(s), coordination with other organizations (e.g., federal, state, nonprofit), and how the CoC Program funding will be used.</p> <p>Note: HUD recommends using more general data (e.g., this project will serve 10 persons over the term of the grant) rather than using specific dates (e.g., in CY 2023 this project will serve 10 persons) to reduce the need to change project descriptions for annual renewals.</p> <p>The description must be consistent with other parts of this application &amp; identify <b>in 2000 characters or less (spaces included)</b>:</p> <ul style="list-style-type: none"> <li>• Current gaps or needs that this project will address</li> <li>• The specific services that will be provided &amp; how service providers will access them</li> <li>• Projected outcomes</li> <li>• Coordination with partners</li> <li>• Project timeline</li> </ul>
<p>B. Describe the estimated schedule for the proposed activities, the management plan, &amp; the method for assuring effective &amp; timely completion of all work.</p>
<p>C. Describe a plan for executing the grant agreement and beginning HMIS activities within 12 months of the award. Describe how full capacity will be achieved over the term being requested. The narrative must provide evidence that ensures there will be no delay in carrying out new HMIS Lead activities.</p>

D. Enter the number of Days from Execution of Grant Agreement that you expect to begin hiring staff or expending funds:
E. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance, including persons with disabilities, and persons with limited English proficiency (see 24 CFR 578.93(c)). Using bullets instead of full paragraphs is appropriate.  •
F. Describe the referral process and how the coordinated entry process ensures program participants are directed to appropriate housing and services
G. If the coordinated entry process includes differences in access, entry, assessment, or referral for certain subpopulations, are those differences limited only to the following five groups: (1) adults without children; (2) adults accompanied by children; (3) unaccompanied youth; (4) households fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking); and (5) persons at risk of homelessness? (Yes or No)
H. This coordinated entry project will refer persons experiencing homelessness to projects that specifically coordinates and integrates mainstream health, social services, and employment programs to program participants for which they may be eligible? (Yes or No)

#### IV. COMMITMENT TO HOUSING FIRST (10 points)

Housing First is an approach to homeless assistance that prioritizes rapid placement & stabilization in permanent housing & does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. See Appendix A for a list of Housing First principles.

A. Describe recipient/subrecipient experience with & a description of the program design for implementing housing first.

#### V. PARTNERING & COMMITMENT TO COORDINATED ENTRY (10 points)

A. Describe how your organization will or currently works with OCED, Washtenaw Housing Alliance, coordinated entry, & other organizations to coordinate services & reduce duplication of services.

#### VI. BUDGET DETAIL (20 points)

**Supportive Services:** Enter the quantity & total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary & FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		

16. Utility Deposits		
17. Operating Cost		

**Other Funding:** What additional funding sources are committed to this project

## VII. Commitment to Racial Equity

Criteria	Agency Response
Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e. mission, vision, goals, etc.)	
Organization has a racial equity plan or strategy that is regularly monitored	
Ongoing evaluation of policy, service, or program impacts and progress towards racial equity	
Internal structures exist to address issues of racial equity (i.e. a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body)	
Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans	

Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)	
Management consistently applies a racial equity lens	
Optional Narrative:	

DEFINITIONS OF KEY TERMS

*Homeless as defined at 24 CFR 578.3*

CATEGORY 1: LITERALLY HOMELESS

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

CATEGORY 2: IMMINENT RISK OF HOMELESSNESS

An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

CATEGORY 3: UNACCOMPANIED YOUTH UNDER 25 YEARS OF AGE, OR FAMILIES WITH CHILDREN AND YOUTH, WHO DO NOT OTHERWISE QUALIFY AS HOMELESS UNDER THIS DEFINITION, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

CATEGORY 4: FLEEING/ATTEMPTING TO FLEE DV

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing

*HUD wishes to clarify that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4 of the “homeless” definition at 24 CFR 578.3, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life threatening conditions that relate to violence against the individual or family member” under paragraph 4 of the definition of “homeless” at 24 CFR 578.3. Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and the individual or family has no other residence; and the individual or family lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as “homeless” under paragraph 4 of the definition.*

## CHRONICALLY HOMELESS DEFINITION

The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the [Final Rule on Defining “Chronically Homeless”](#), which states that a chronically homeless person meet all of the following:

- a) Disability: A person must have a documented disability verified by a medical professional.
- b) Housing Status: A person who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter. (Institutional Caveat: A person is chronically homeless if they experienced homelessness prior to entering an institution and have been in the institution for less than 90 days.)
- c) Length of Time (only one of the following):
  - Been living in a place not meant for human habitation, safe haven, or in emergency shelter continuously for at least 12 months.

**OR**

- Lived in one or more of the places stated above on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.

**Note:** A break in an occasion counts as 7 nights of not experiencing homelessness.

## Housing First Principles

- (a)** Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed.
- (b)** Housing is not contingent on compliance with services – participants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction
- (c)** Services are provided post-housing to promote housing stability and well-being
- (d)** Tenants have choice and access to affordable of Housing
- (e)** Housing is integrated into the Community
- (f)** Separation of Housing and Treatment – participation in services is not a condition of maintaining tenancy.
- (g)** Service Philosophy and Service Array
  - i. Low Demand Approach for Entry into the Housing
  - ii. Provides Access to Treatment Resources and Supports
  - iii. Employs Recovery Principles

## WASHTENAW COUNTY CONTINUUM OF CARE 2023

Reviewer Name: \_\_\_\_\_

Applicant Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Score (complete this once scoring rubric is completed): \_\_\_\_\_

# SCORING RUBRIC FOR NEW SUPPORTIVE SERVICES ONLY COORDINATED ENTRY PROJECTS

## Introduction:

The following rubric is an attempt to operationalize the scoring criteria for new coordinated entry applications (i.e. bonus projects) in the FY 2023 CoC Funding Competition. It serves as a descriptive guide for use by the **Funding Review Team**, a CoC-appointed committee, when scoring the applications to minimize discrepancies in interpretation between scorers, thereby enhancing consistency and objectivity.

## background & eligible projects

**The Washtenaw County Continuum of Care (CoC) is accepting applications for one or more bonus or expansion projects totaling \$482,593 for the 2023 CoC Funding Competition.** The U.S. Department of Housing and Urban Development (HUD) allows CoC's to apply for new (bonus) projects or for expansions of current CoC projects. ***This application uses definitions and requirements based on the [2023 NOFO](#).***

## Section A: Funding Eligibility and Threshold Criteria (Checklist: tick where applicable)

### AGENCY THRESHOLD CRITERIA:

- ☐ The project meets the eligibility requirements of the CoC Program as defined in 24 CFR part 578 and provides evidence of eligibility required in the application (e.g., nonprofit documentation).
- ☐ The applicant agency demonstrates the financial and management capacity and experience to carry out the project and to administer Federal funds, as detailed in the project application.

*See pages 44-48 of the NOFO for a complete list of threshold criteria.*

### PROJECT TYPE

Applicants can apply for a new bonus project or for an expansion of a current project. This project falls under the eligible project type of:

- ☐ **New Supportive Services Only Coordinated Entry**
- ☐ **Expansion Supportive Services Only Coordinated Entry**



## PROJECT QUALITY THRESHOLD

New HMIS projects must meet at least two out of the four criteria or they will be rejected (see pages 52 of the NOFO).

- ☐ The centralized or coordinated assessment system is easily available/reachable for all persons within the CoC's geographic area who are seeking homelessness assistance. The system must also be accessible for persons with disabilities within the CoC's geographic area.
- ☐ There is a strategy for advertising that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area.
- ☐ There is a standardized assessment process.
- ☐ Ensures program participants are directed to appropriate housing and services that fit their needs.

## REQUIRED ATTACHMENTS:

- ☐ Most Recent independent audit and submission of SAS114, and 115, if applicable.
- ☐ Current year Board-approved agency budget

## Section B: Scoring Sheet

**INSTRUCTIONS:** FRT members are to review the applications and award points according to the extent to which the scoring criteria are met. A scale with suggested points has been created for each component.

Scoring Components	Criteria for Scoring	Awarded Points
II (A-H): APPLICANT/ SPONSOR EXPERIENCE AND CAPACITY	<p>This component is concerned with the applicant's level of experience and capacity in delivering housing and supportive services for homeless clients.</p> <p><b>Suggested scoring scale:</b> For maximum points (=20), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"><li>• Clear description (backed with concrete examples) of experience/ expertise with renting units, operating rental assistance and providing supportive services that are aligned with what is proposed in the application.</li><li>• Clear and concrete examples of how applicant has identified and addressed target population's housing and service needs</li><li>• If it is a joint application, role of each partner is clearly described and delineated</li><li>• Applicant agency has a strong management and coordination structure along with an adequate financial accounting system to administer the grant</li><li>• If a current recipient of CoC or other forms of federal funding, there are no outstanding obligations to HUD, no unexpended funds and no detrimental audit findings. (i.e. Answers to questions IIE-H must be 'No')</li></ul> <p>13-19 points:</p> <ul style="list-style-type: none"><li>• Adequate description and demonstration of above criteria with good examples given to support content.</li><li>• Where applicant answered 'Yes' to any of the questions (1E-H), there must be a clear demonstration of corrective steps taken which led to successful resolution of outstanding concerns.</li></ul> <p>7-12 points:</p> <ul style="list-style-type: none"><li>• Above criteria are not fully or clearly met. Some attempt to provide examples to demonstrate (i) and (ii) but they are not always aligned with</li></ul>	<p>____/20</p>

	<p>what is proposed in the application.</p> <ul style="list-style-type: none"> <li>Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation.</li> </ul> <p>0-6 points:</p> <ul style="list-style-type: none"> <li>Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims.</li> <li>No clear role / responsibilities when it comes to joint applications</li> <li>Where there are outstanding obligations to HUD or audit concerns, applicant did not provide <u>any</u> corrective action plan or explanation.</li> </ul> <p>Comments:</p>	
III (A-G): PROJECT DESCRIPTION	<p>This component is concerned with the scope of the proposed project, its goals and the means in which the desired outcomes are to be realized.</p> <p><b><u>Suggested scoring scale:</u></b> For maximum points (=40), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>Project description is clear, complete, and concise and addresses the entire scope of the project.</li> <li>Clearly addresses the target population/ community to be served and how applicant plans to go about meeting assessed needs. All pointers that are highlighted in the application are fully addressed.</li> <li>Has a sound plan for executing the grant agreement and beginning rental assistance within 12 months of the award.</li> <li>Project has strong capacity for prioritizing persons with the most severe needs.</li> <li>Project has a clear advertisement strategy for reaching those with the highest barriers to assistance</li> </ul> <p>30-39 points:</p> <ul style="list-style-type: none"> <li>Project description is generally comprehensive with 1-2 areas that require clarification.</li> <li>Pointers highlighted in question III(A) are mostly addressed.</li> <li>Plan for implementing project within 12 months can be clearer.</li> <li>Project can be more explicit in its description of advertisement strategy</li> </ul> <p>10-29 points:</p> <ul style="list-style-type: none"> <li>Project description can be more comprehensive and there were more than 3 areas requiring further clarification.</li> <li>Pointers highlighted in question III(a) are not addressed adequately.</li> <li>Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award.</li> <li>Weak demonstration of project's advertisement strategy</li> </ul> <p>0-9 points:</p> <ul style="list-style-type: none"> <li>Lack of clarity in overall project description with some pointers not addressed at all.</li> <li>Responses have little or no consistency with other parts of the application.</li> <li>There are serious doubts that project would be ready to implement in a timely manner.</li> <li>Project is not aligned with HUD's goals advertising to those with the highest barriers to assistance.</li> </ul>	<p>____/40</p>

	Comments:	
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<p>IV : COMMITMENT TO HOUSING FIRST</p>	<p>This component is concerned with the project’s alignment and commitment to the Housing First approach to homeless assistance.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=10), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Applicant must clearly describe past experience with the Housing First approach</li> <li>• Current project design is aligned with Housing First Principles (refer to Appendix A of the application (page 18), including: <ul style="list-style-type: none"> <li>○ Client participation in services is not a prerequisite for housing placement</li> <li>○ Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)</li> <li>○ Services are provided as per client’s choice and discretion</li> </ul> </li> </ul> <p>4-9 points:</p> <ul style="list-style-type: none"> <li>• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.</li> <li>• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.</li> </ul> <p>0-3 points:</p> <ul style="list-style-type: none"> <li>• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.</li> </ul> <p>Comments:</p>	<p>____/10</p>
<p>VIII: PARTNERING AND COMMITMENT TO COORDINATED ENTRY</p>	<p>This component is concerned with applicant agency’s commitment to working collaboratively within the Continuum of Care.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Description indicates a strong commitment towards collaboration with CoC partners and concrete efforts to start/maintain this in the proposed project.</li> <li>• Strong indication of commitment to coordinated entry to maximize resources and avoid duplication.</li> </ul> <p>4-9 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description; there is indication of commitment towards partnership and the coordinated process but it is not fully demonstrated in the past or in current application.</li> </ul> <p>0-3 points:</p> <ul style="list-style-type: none"> <li>• Description is vague and indicates little or no commitment towards partnership or the coordinated entry process.</li> </ul> <p>Comments:</p>	<p>/10</p>
<p>IX: BUDGET DETAIL</p>	<p>This component is concerned with the budgeting aspects of the proposed project.</p> <p><b><u>Suggested scoring scale:</u></b> For maximum points (=20), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• All budget charts are clearly filled out and calculated correctly. Budget requests are clear, logical and consistent with the overall activities proposed in the application.</li> </ul>	<p>____/20</p>

	<ul style="list-style-type: none"> <li>• New projects can request 1 year of funding with up to an 18-month initial grant term.</li> <li>• Quantity descriptions clearly identify what is included in the requests and are in line with project requirements.</li> <li>• Clear indication of potential additional funding sources that are committed to this project.</li> </ul> <p>14-19 points:</p> <ul style="list-style-type: none"> <li>• Budget charts are generally filled out in a logical and coherent manner with minor areas requiring clarification.</li> <li>• Quantity descriptions are adequate but may have some inconsistency with overall project requirements.</li> </ul> <p>7-13 points:</p> <ul style="list-style-type: none"> <li>• Some errors in budget charts, including calculation errors.</li> <li>• Quantity descriptions are unclear and most parts are lacking in logic and connection to the overall application.</li> </ul> <p>0-6 points:</p> <ul style="list-style-type: none"> <li>• Budget charts are unclear on the whole and lacking in logic and connection to the overall application; multiple calculation errors.</li> <li>• Overall responses provided indicate poor adherence to the specific requirements in each section.</li> </ul> <p>Comments:</p>	
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# APPLICATION FOR NEW OR EXPANSION PERMANENT HOUSING PROJECTS

WASHTENAW COUNTY CONTINUUM OF CARE (COC) 2023

## background and application OVERVIEW

The Washtenaw County Continuum of Care (CoC) is accepting applications for one or more bonus or expansion projects totaling \$482,593 for the 2023 CoC Funding Competition. The U.S. Department of Housing and Urban Development (HUD) allows CoC's to apply for new (bonus) projects or for expansions of current CoC projects. ***This application uses definitions and requirements based on the [2023 NOFO](#).***

*Please note that this application process will NOT accept applications for Domestic Violence (DV) Bonus Projects.*

## application process and due dates

Applicants are required to **complete and submit this application to be reviewed and scored by the FRT**, a committee of the Washtenaw County CoC Board. **Applications are due Monday, August 28 at 11:59pm by email to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) (late submissions may not be reviewed).**

The applications will be reviewed by the Funding Review Team (FRT). The FRT will score projects on a 100-point scale (see scoring rubric in Appendix C) and approve/deny based on score and how the project will meet community need as demonstrated by local data, provider feedback, and the Community Housing Prioritization (CHP) By-Name List (calculated using currently chronic homeless numbers and monthly in-flow). Approved projects will be ranked based on the CoC approved 2023 Ranking Policy, which will be finalized at the September 20 CoC Board Meeting. Upon notification of funding decision, selected applicants will begin a process with OCED to review CoC Bonus applications that will be submitted to the U.S. Department of Housing and Urban Development (HUD) via E-SNAPS (HUD's grant management system).

Please contact Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions.

## Bonus/Expansion Project application Timeline

7. Interested applicants submit full application by 8/28
8. FRT reviews applications and meets to select the project by 9/13
9. Applicants notified of their status by 9/13.
10. Selected project(s) submit PDF versions of their E-SNAPS project application to OCED for Round 1 feedback by 9/20
11. Selected project(s) are given feedback and corrections for Final submission by 9/22
12. Selected project(s) submit final E-SNAPS project application by 9/26

## Eligible applicants:

- Eligible project applicants and any subrecipients for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as

such term is defined in 24 CFR 5.100, without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. Project applicants and subrecipients (if any) must provide evidence of eligibility required in the application (e.g., nonprofit documentation).

- Applicant agencies must carry out duties within the geographic area of Washtenaw County.
- Project applicants and any subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.
- Project applicants and any subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
- Project applicants and any subrecipients must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, history of consistently late APRs, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- Project applicants and any subrecipients must be in compliance with applicable fair housing and civil requirements.

## Eligible projects/Activities for the Funds:

- Applicants can apply for a new permanent housing bonus project or for an expansion of a current permanent housing project.
  - Project applicants that intend to **expand an eligible renewal project** must:
    - apply within the same component type;
    - provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
    - indicate how the new project application will expand units, beds, services, persons served
    - ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus

**Note:** Expansion projects will be required to submit three project applications in E-SNAPS: a renewal application of the existing project, a new project application with expansion information, and a renewal application that covers both the renewal and expansion activities and the combined budget line items.
- Eligible activities for new permanent housing projects include:
  - Acquisition/New Construction/Rehabilitation
  - Leased Units
  - Leased Structures
  - Short-term/Medium term Rental Assistance (RRH only; cannot exceed 24 months)
  - Long-term Rental Assistance (PSH only)
  - Supportive Services (see 24 CFR 578.53 for eligible costs)
  - Operations
  - HMIS

**Note:** In new project applications, project applicants may **NOT** have any of the following combinations in a single structure or housing unit:

- Acquisition and/or rehabilitation with new construction
  - Leasing with acquisition, rehabilitation, or new construction
  - Rental assistance with acquisition, rehabilitation, or new construction
  - Leasing and rental assistance
  - Rental assistance and operations
- The initial grant term for new project applications may be 1-year, 2-years, 3-years, 4-years, 5-years, or 15-years. However, exceptions apply; these exceptions can be found in Section V.B.2.e of the 2020 NOFO.

- The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. It also must ensure that the type and scale of the supportive services fit the needs of the program participants; this includes all supportive services, regardless of funding source.
- Projects must agree to enter client data into HMIS, participate in the annual point-in-time and housing inventory counts, partner with coordinated entry Housing Access for Washtenaw County (HAWC), and comply with all other CoC Policies and Procedures, including participation in the Community Housing Prioritization (CHP) process.

#### Eligible populations:

- New **PSH projects** can serve 100 percent chronically homeless or populations listed in DedicatedPLUS as defined in Section III.C.2.g. of the [2023 NOFO](#).
- New **RRH projects** or **Joint TH RRH projects** can serve homeless individuals and families, including unaccompanied youth, who meet any of the following criteria:
  - residing in a place not meant for human habitation;
  - residing in an emergency shelter;
  - persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations (see 24 CFR 578.3 or Appendix)
  - receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- Expansion projects may continue to serve the populations the project is currently serving or may align with the populations allowable under the 2023 NOFO for new projects (as listed above)
- Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in [Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons](#)

**Note:** persons in transitional housing **are not** considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program and are not eligible to be served in proposed projects.

#### Coordinated Entry Requirement:

All HUD CoC-funded projects are required to participate in the locally established Coordinated Entry process. If funded, all projects will be required to participate in the CoC's Community Housing Prioritization (CHP) Committee, which oversees the process for all referrals to permanent housing units. All family and single-adult referrals must come from the CHP By-Name List, which prioritizes the most vulnerable homeless households (single-adults and families). Prioritization for single-adults and families is determined using the Vulnerability-Index: Service Prioritization Decision Assistance Tool (VI-SPDAT), a tool developed by OrgCode Consulting and mandated by the State of Michigan, for identifying and prioritizing people experiencing homelessness for housing.

## Project quality Threshold

#### project criteria

- Must meet at least 3 out of the 4 criteria below and must meet the 3<sup>rd</sup> criteria (see section III.B of the 2023 NOFO):
  - The type of housing proposed will fit the needs of the program participants
  - The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source



- The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)
- Project must follow a housing first approach (see page 9 of the 2023 NOFO)

### Project Quality Standards:

Projects reviewed for renewal funding recommendations are held to the threshold and outcome standards listed below; accepted projects would be held to these same standards for renewal in subsequent years. Please note that RRH projects are only calculated with “leavers” data. *Leavers* on an Annual Performance Report (APR) are those that exited the program in a program year. *Stayers* are those that were still being served at the close of the program year.

AGENCY LEVEL THRESHOLD		
Agency Level Threshold requires agencies to meet local funding standards and be an active participant in the CoC based on the criteria below.		
THRESHOLD DESCRIPTION	THRESHOLD MET (YES/NO)	
Agency meets the financial audit requirements stipulated under the Coordinated Funding Request for Information (RFI).		
Agency has attended at least 1 of 2 CoC All-Membership Meetings in the past 12 months.		
Agency has representation in at least one of the CoC committees ( i.e. WHA Operations Committee, Coordinated Entry Oversight & Evaluation) and has attended at least 75% of meetings convened by the committee.		
Agency has a 75 % attendance rate at Community Housing Prioritization Meetings.		
PROJECT LEVEL THRESHOLD		
Threshold needs to be met as described below for projects to be considered for funding renewal. Projects falling within certain score ranges will need to submit a Corrective Action Plan (CAP), as stated below. <b><i>Please note: Projects that have not completed a full calendar year will be EXEMPT from this threshold.</i></b>		
THRESHOLD DESCRIPTION	OUTCOME PERCENTAGE	THRESHOLD MET (YES/NO/EXEMPT)
<b>Program Outcomes:</b> Project attained above <b>60%</b> of the total score possible. If not, projects scoring between 20-60% will need to submit a CAP and below 20% will not be considered for funding.	%	
<b>Compliance:</b> Project attained above <b>70%</b> of the total score possible. If not, projects scoring between 50-70% will need to submit a CAP and below 50% will not be considered for funding.	%	
<b>HMIS Compliance &amp; Data Quality:</b> Project attained above <b>85%</b> of the total score. If not, projects scoring between 55-85% will need to submit a CAP and below 55% will not be considered for funding.	%	
NOTE: For threshold items that are not met, the agency will need to submit an explanatory letter to the CoC Funding Review Team to request a waiver for each threshold item not met before the project application can be considered for funding.		

**PERMANENT SUPPORTIVE HOUSING  
PROJECT OUTCOMES**

CRITERIA	STANDARD
<b>A) Occupancy/Average Bed Utilization Rate</b> $\left[ \frac{\text{Total no. of households served}}{\text{Total no. of projected units}} \right]$ $\times 100\%$	90%
<b>B) Retention of Permanent Housing or Movement to Other Permanent Housing</b> $\left[ \frac{\text{No. of stayers + No. of leavers exiting to PH types}}{\text{Total no. of persons served}} \right]$ $\times 100\%$	90%
<b>C) Leavers and Stayers at Annual Assessment with one or more type of Health Insurance (de-duplicated)</b> (includes Medicaid, Medicare, VA Insurance) $\left[ \frac{\text{Total no. of (L + S) with HI}}{\text{Total no. of Adults with Annual Assessments and Adult Leavers}} \right]$ $\times 100\%$	60%
<b>D) Employment Rate for Leavers and Stayers at Annual Assessment</b> $\frac{\text{Total no. of Adult (L + S) with earned Y}}{\text{Total no. of Adults served}}$ $\times 100\%$	20%
<b>E) Leavers and Stayers at Annual Assessment who maintained or increased total income (earned + non-employment income)</b> $\left[ \frac{\text{Total no. of Adults (L + S) who maintained or } \uparrow \text{ Total Y}}{\text{Total no. of Adults served}} \right]$ $\times 100\%$	60%

**RAPID RE-HOUSING  
PROJECT OUTCOMES**

CRITERIA	STANDARD
<b>A) Exit to Permanent Housing Destinations</b> $\left[ \frac{\text{No. of leavers exiting to PH types}}{\text{Total no. of leavers served}} \right]$ $\times 100\%$	80%
<b>B) Leavers with Health Insurance</b> (includes Medicaid, Medicare, VA Insurance) $\left[ \frac{\text{No. of leavers with HI}}{\text{Total no. of leavers served}} \right]$ $\times 100\%$	60%
<b>C) Employment Rate for Leavers</b> $\frac{\text{No. of Adult leavers with earned Y}}{\text{Total no. of Adult leavers served}}$ $\times 100\%$	20%
<b>D) Leavers who maintained or increased total income (earned + non-employment income)</b> $\left[ \frac{\text{No. of Adult leavers who maintained or } \uparrow \text{ Total Y}}{\text{Total no. of Adult leavers served}} \right]$ $\times 100\%$	60%

# new/expansion project APPLICATION

## 2023 CoC Funding Competition

- All information is required, including attachments. The Funding Review Team reserves the right not to review incomplete applications or projects that don't meet eligibility requirements.
- Applications are due by **Monday, August 28, 2023 at 11:59pm** and should be sent to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org). **Late submissions will not be reviewed.**
- Please contact [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions about the form or process.

### I. GENERAL INFORMATION (not scored)

#### 11. Agency Contact Information:

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_
- d. Is the agency a current HUD CoC grantee? ☐ Yes    ☐ No

#### 12. If application is for a project expansion, please answer the following:

- a. **Existing Project to be expanded:**  
Name: \_\_\_\_\_  
Project grant number: \_\_\_\_\_  
Project component type: \_\_\_\_\_
- b. **Activities that describe expansion project:**  
☐ Increase number of homeless persons served  
☐ Provide additional supportive services to homeless persons  
☐ Bring existing facilities up to state/local government health and safety standards  
☐ Replace the loss of nonrenewal funding (private, federal, other excluding state/local government)

#### 13. Sub-Recipient Organization (if applicable):

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_

#### 14. Contact person for this project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### 15. Proposed HUD Request (\$): \_\_\_\_\_

16. **Proposed Total Budget \$ (Total HUD Requested + at least 25% Match) \*:** \_\_\_\_\_

17. **Proposed Number of Units:**

a. **New Projects:** # Units Projected: \_\_\_\_\_

b. **Expansion Projects:** Existing Project # Units: \_\_\_\_\_ Expansion Project # Units \_\_\_\_\_

18. **Proposed number of beds (choose applicable designation only):**

# Chronic Dedicated \_\_\_\_\_ # DedicatedPLUS \_\_\_\_\_

19. **Proposed Population to be served:** \_\_\_\_\_

20. **Proposed Grant Term:** \_\_\_\_\_

21. **Proposed Project Budget:**

Activities	Total Assistance Requested	Total Project Budget
Rental Assistance		
Supportive Services		
Operations		
HMIS		
Sub-total Request		
Administrative costs (Up to 10%)		
Cash Match		
In-kind Match		
Total Match – 25% for all categories		
Total Budget		

22. If the FRT decides to scale down projects, what is the **Minimum HUD Funding** needed to make this project or expansion viable? \_\_\_\_\_

23. The following **required attachments** are included:

- ☐ Most recent independent audit and submission of SAS114, and 115, if applicable
- ☐ Current year Board-approved agency budget

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*Applicants should fully respond to the following narrative questions. Applicants are encouraged to answer as succinctly as possible.*

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## **II. APPLICANT/SPONSOR EXPERIENCE AND CAPACITY (15 points)**

I. Describe the experience of the project applicant, sub-recipients (if any), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless persons, & carrying out the activities of the project. Be sure to provide concrete examples that illustrate 3) experience/expertise with renting units, operating rental assistance, & providing supportive services similar to the activities proposed in the applications & 4) working with & addressing the target population's identified housing & service needs.
J. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sectors. Be sure to include a description of experience with delivering or securing Medicaid funded services for participants in the agency's programs.
K. Describe the basic organization & management structure of the applicant & subrecipients (if any). Include description of internal & external coordination, structures for managing basic organization operations, & an adequate financial accounting system that will be used to administer the grant.
L. Describe the experience of the applicant & potential subrecipients (if any), in effectively utilizing federal funds & performing the activities proposed in the application, given funding & time limitations.
M. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, were there any findings from the audit? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe the findings & your agency's corrective actions to satisfy the findings & <u>attach a copy of the corrective action plan that you submitted to HUD or OCED.</u>
N. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)?

<div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No </div> <p>If Yes, describe the details of unresolved monitoring or audit findings &amp; steps that will be taken to resolve.</p>
<p>O. Have you returned any funds to HUD on any existing grants in the last two years?</p> <div style="text-align: center;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No </div> <p>If yes, how much has been returned?</p> <p>What is the reason that the funds have been returned?</p>
<p>P. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, how much is owed?</p> <p>What is the reason for the obligation to HUD?</p> <p>What is preventing establishing a payment schedule?</p>

**VII. PROJECT DESCRIPTION (20 points)**

<p>I. Provide a description (<b>limit 2000 characters</b>) that addresses the entire scope of the proposed project. The project description should be complete &amp; concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), &amp; any coordination with other source(s)/partner(s). The description must be consistent with other parts of this application &amp; identify <b>in 2000 characters or less (spaces included)</b>:</p> <ul style="list-style-type: none"> <li>• If expansion project, how the application will expand units, beds, services, persons served</li> <li>• The target population including the number of single adults &amp; the number of families with children to be served when the project is at full capacity</li> <li>• Address &amp; location of units (current &amp; expansion units for expansion projects)</li> <li>• Type &amp; number of units – scatter site or single site, single or multi-family homes, etc</li> <li>• How the type, scale &amp; location of the housing fit the needs of program participants</li> <li>• The specific services that will be provided &amp; outreach methods to be used to serve the long-term homeless population</li> <li>• Projected outcomes</li> <li>• Coordination with partners</li> <li>• Project timeline – when units will be developed or leased-up</li> <li>• HMIS implementation</li> </ul>
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<ul style="list-style-type: none"> <li>• How the project will leverage or deliver Medicaid services to participants</li> </ul>
J. Describe the estimated schedule for the proposed activities, the management plan, & the method for assuring effective & timely completion of all work.
K. If project is designated as DedicatedPLUS, please explain the reasoning for this designation and how this project will use this expanded criteria.
L. For expansion projects ONLY, please detail why the proposed expanded activity is needed & how it would be implemented. <i>Only answer the expanded activities that apply to your project as answered in part I.2.b of this application.</i>
<hr/> 2. <b>Increase the number of homeless persons served:</b> Indicate why & how your project is proposing to increase the number of served
<hr/> 3. <b>Provide additional supportive services to homeless persons:</b> Which supportive services would this project increase and how they will be increased (e.g. increased service; increased frequency, etc)? Describe the reason & identify how you will be providing additional services
<hr/> 4. <b>Bring existing facilities up to state/local gov. health &amp; safety standards:</b> Describe how the project is proposing to bring the existing facility or facilities up to state/local government health & safety standards
<hr/> 5. <b>Replace the loss of non-renewable funding:</b> Indicate how the project is proposing to replace the loss of nonrenewable funding from private, federal, &/or other (excluding state/local government). List the source of nonrenewable funding, why funds are non-renewable, & when funds expire. Identify any steps already taken to identify other funding sources.
M. Describe a plan for executing the grant agreement and beginning rental assistance within 12 months of the award. Describe how full capacity will be achieved over the term being requested. If any project site is not currently owned or under a lease agreement, provide a summary of relevant contracts & agreements (e.g., with local landlords, housing locator specialists, public housing authority, other partner organizations) needed for the achievement of project operation. The narrative must provide evidence that ensures there will be no delay in service provision to participants, operation of CoC management systems,

or the leasing of units for reasonable rents.

N. Describe recipient/subrecipient capacity for assessing need, prioritizing persons with the most severe needs & outreach to the chronically homeless & the specific plan for how the project will first serve the chronically homeless according to the order of priority established in *Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness & Other Vulnerable Homeless Persons (SEE APPENDIX)*.

O. If applying for Rental Assistance, describe the method for determining the type & amount of rental assistance that participants can receive.



### VIII. COMMITMENT TO HOUSING FIRST (10 points)

Housing First is an approach to homeless assistance that prioritizes rapid placement & stabilization in permanent housing & does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. See Appendix A for a list of Housing First principles.

A. Describe recipient/subrecipient experience with & a description of the program design for implementing housing first.

### IX. SUPPORTIVE SERVICES FOR PARTICIPANTS (25 points)

A. For projects serving **families**, does the applicant/sponsor have policies & practices that are consistent with, & do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, & other laws relating to the provision of educational & related services to individuals & families experiencing homelessness?

☐ Yes   ☐ No   ☐ N/A (project not serving families)

B. For projects serving **families**, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school & connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, & McKinney-Vento education services?

☐ Yes   ☐ No   ☐ N/A (project not serving families)

C. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing.

D. Describe how participants will be assisted to obtain & remain in permanent housing and what supportive services will be provided.

E. Describe your plan for ensuring program participants will be individually assisted to obtain benefits of the mainstream health, social, & employment programs for which they are eligible.

F. Describe how participants will be assisted to increase employment &/or income using mainstream housing & service programs.

G. Describe how participants will be assisted to maximize ability to live independently & increase self-sufficiency using mainstream housing & service programs.

H. Describe how the type, scale, & location of the supportive services & the mode of transportation to those services fit the needs of program participants.

### Supportive Services Type & Frequency Chart:

For all supportive services available to participants, indicate who will provide, how they will be accessed & how often they will be provided **regardless of the resources that will be used to pay for the services**. Please include all Medicaid services whether provider by the applicant or through partnerships with other organizations that provide Medicaid funded services.

*For Provider, indicate: "Applicant" if the applicant will provide the service directly; "Subrecipient" if a subrecipient will provide the service directly; "Partner" if an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, "Non-Partner" to if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

		Frequency – select one per service type				
Supportive Service	Provider	Daily	Weekly	Bi-monthly	Monthly	Does not Apply
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Assistance/Job Training						
Food						
Housing Search/Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						

I. How accessible are basic community amenities (e.g. medical facilities, grocery store, recreation facilities, schools, etc) to the projects?

- ☐ Yes, very accessible  
☐ Somewhat accessible  
☐ Not accessible

**X. LANDLORD ENGAGEMENT (scattered-site projects only) (5 points)**

A. Describe how your organization reaches out to, & engages with local landlords to recruit their participation in making their units available to program participants. In your description, explain how your organization maintains an on-going positive relationship & communication with landlords renting to your organization's program participants.

**XI. COMMITMENT TO AFFORDABLE HOUSING PLAN (project-based projects only) (5 points)**

A. If a project-based voucher, please indicate alignment to the [Housing Affordability & Economic Equity Analysis](#).

**XII. PARTNERING & COMMITMENT TO COORDINATED ENTRY (5 points)**

B. Describe how your organization will or currently works with OCED, Washtenaw Housing Alliance, coordinated entry, & other organizations to coordinate services & reduce duplication of services.

**XIII. BUDGET DETAIL (20 points)**

**Rental Assistance:** Enter number of units by unit type; the applicable Fair Market Rent (FMR) level; the term (1 year grant); and enter total amounts.

Indicate the Type of Rental Assistance:

☐ Project Based ☐ Sponsor Based ☐ Tenant Based ☐ Leasing ☐ Other \_\_\_\_\_

Unit Size	No. of Units	FMR	Term	Total
Efficiency		\$		

1 Bedroom		\$		
2 Bedroom		\$		
3 Bedroom		\$		
4 Bedroom		\$		
<b>Total</b>				

**Operating Costs:** Enter the quantity & total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary & FTE.

Operating Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Maintenance & repair		
Electricity		
Gas & Water		
Property Tax & Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
Total		

**Supportive Services:** Enter the quantity & total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary & FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Assistance with Moving Costs		
Case Management		
Food		
Housing Search/Counseling Services		
Life Skills		
Outreach Services		
Transportation		
Utility Deposits		
Total Annual Assistance Requested		

**Other Funding:** What additional funding sources are committed to this project (e.g. NSP, VASH, HOME)?

#### **XIV. Commitment to Racial Equity**

<b>Criteria</b>	<b>Agency Response</b>
Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e. mission, vision, goals, etc.)	
Organization has a racial equity plan or strategy that is regularly monitored	
Ongoing evaluation of policy, service, or program impacts and progress towards racial equity	
Internal structures exist to address issues of racial equity (i.e. a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body)	
Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans	
Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)	
Management consistently applies a racial equity lens	

Optional Narrative:	
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## APPENDIX A

### PRIORITIZING CHRONICALLY HOMELESS PERSONS IN COC PROGRAM-FUNDED PERMANENT SUPPORTIVE HOUSING BEDS DEDICATED OR PRIORITIZED FOR OCCUPANCY BY PERSONS EXPERIENCING CHRONIC HOMELESSNESS

*Excerpted From [Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness & Other Vulnerable Homeless Persons in Permanent Supportive Housing](#):*

1. CoCs are strongly encouraged to revise their written standards to include an order of priority, determined by the CoC, for CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness that is based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the individual's or family's service needs. Recipients of CoC Program-funded PSH that is dedicated or prioritized for persons experiencing chronic homelessness would be required to follow that order of priority when selecting participants for housing, in a manner consistent with their current grant agreement. **See link below for current local prioritization.**
2. Where there are no chronically homeless individuals and families within the CoC's geographic area, CoCs and recipients of CoC Program-funded PSH are encouraged to follow the order of priority in Section III.B. of this Notice. For projects located in CoC's where a sub-CoC approach to housing and service delivery has been implemented, which may also be reflected in a sub-CoC coordinated entry process, need only to prioritize assistance within their specified sub-CoC area. 2
3. Recipients of CoC Program-funded PSH should follow the order of priority above while also considering the goals and any identified target populations served by the project. For example, a CoC Program-funded PSH project that is permitted to target homeless persons with a serious mental illness should follow the order of priority under Section III.A.1. of this Notice to the extent in which persons with serious mental illness meet the criteria. In this example, if there were no persons with a serious mental illness that also met the criteria of chronically homeless within the CoC's geographic area, the recipient should follow the order of priority under Section III.B for persons with a serious mental illness.
4. Recipients must exercise due diligence when conducting outreach and assessment to ensure that chronically homeless individuals and families are prioritized for assistance based on their total length of time homeless and/or the severity of their needs. HUD recognizes that some persons—particularly those living on the streets or in places not meant for human habitation—might require significant engagement and contacts prior to their entering housing and recipients of CoC Program-funded PSH are not required to allow units to remain vacant indefinitely while waiting for an identified chronically homeless person to accept an offer of PSH. CoC Program-funded PSH providers are encouraged to follow a Housing First approach to the maximum extent practicable. Therefore, a person experiencing chronic homelessness should not be forced to refuse an offer of PSH if they do not want to participate in the project's services, nor should a PSH project have eligibility criteria or preconditions to entry that systematically exclude those with severe service needs. Street outreach providers should continue to make attempts to engage those persons that have been resistant to accepting an offer of PSH and where the CoC has adopted these orders of priority into their written standards, these chronically homeless persons must continue to be prioritized for PSH until they are housed.

#### Severity of Service Needs

This Notice refers to persons who have been identified as having the most severe service needs. For the purposes of this Notice, this means an individual for whom at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.



- iii. For youth and victims of domestic violence, high risk of continued trauma or high risk of harm or exposure to very dangerous living situations.
- iv. When applicable CoCs and recipients of CoC Program-funded PSH may use an alternate criteria used by Medicaid departments to identify high-need, high cost beneficiaries.

(b) Severe service needs as defined in paragraphs i.-iv. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool and process and should be documented in a program participant's case file. The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual. The determination cannot be made based on any factors that would result in a violation of any nondiscrimination and equal opportunity requirements, see 24 C.F.R. § 5.105(a).

#### Washtenaw County CoC Prioritization

Current prioritization policies are posted [here](#) (see pages 15-19). Please note that local policies can be updated at any time.

DEFINITIONS OF KEY TERMS

*Homeless as defined at 24 CFR 578.3*

CATEGORY 1: LITERALLY HOMELESS

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (iv) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (v) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (vi) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

CATEGORY 2: IMMINENT RISK OF HOMELESSNESS

An individual or family who will imminently lose their primary nighttime residence, provided that:

- (iv) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (v) No subsequent residence has been identified; and
- (vi) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

CATEGORY 3: UNACCOMPANIED YOUTH UNDER 25 YEARS OF AGE, OR FAMILIES WITH CHILDREN AND YOUTH, WHO DO NOT OTHERWISE QUALIFY AS HOMELESS UNDER THIS DEFINITION, but who:

- (v) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (vi) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (vii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (viii) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

CATEGORY 4: FLEEING/ATTEMPTING TO FLEE DV

Any individual or family who:

- (iii) Is fleeing, or is attempting to flee, domestic violence;
- (iv) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing

*HUD wishes to clarify that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4 of the “homeless” definition at 24 CFR 578.3, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life threatening conditions that relate to violence against the individual or family member” under paragraph 4 of the definition of “homeless” at 24 CFR 578.3. Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and the individual or family has no other residence; and the individual or family lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as “homeless” under paragraph 4 of the definition.*

## CHRONICALLY HOMELESS DEFINITION

The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the [Final Rule on Defining “Chronically Homeless”](#), which states that a chronically homeless person meet all of the following:

- d) Disability: A person must have a documented disability verified by a medical professional.
- e) Housing Status: A person who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter. (Institutional Caveat: A person is chronically homeless if they experienced homelessness prior to entering an institution and have been in the institution for less than 90 days.)
- f) Length of Time (only one of the following):
  - Been living in a place not meant for human habitation, safe haven, or in emergency shelter continuously for at least 12 months.

**OR**

- Lived in one or more of the places stated above on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.

**Note:** A break in an occasion counts as 7 nights of not experiencing homelessness.

## Housing First Principles

- (a)** Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed.
- (b)** Housing is not contingent on compliance with services – participants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction
- (c)** Services are provided post-housing to promote housing stability and well-being
- (d)** Tenants have choice and access to affordable of Housing
- (e)** Housing is integrated into the Community
- (f)** Separation of Housing and Treatment – participation in services is not a condition of maintaining tenancy.
- (g)** Service Philosophy and Service Array
  - i. Low Demand Approach for Entry into the Housing
  - ii. Provides Access to Treatment Resources and Supports
  - iii. Employs Recovery Principles

## WASHTENAW COUNTY CONTINUUM OF CARE 2023

Reviewer Name: \_\_\_\_\_

Applicant Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Score (complete this once scoring rubric is completed): \_\_\_\_\_

# SCORING RUBRIC FOR NEW OR EXPANDED PERMANENT HOUSING PROJECT APPLICATIONS

## Introduction:

The following rubric is an attempt to operationalize the scoring criteria for new permanent housing project or expansion project applications (i.e. bonus projects) in the FY 2023 CoC Funding Competition. It serves as a descriptive guide for use by the **Funding Review Team**, a CoC-appointed committee, when scoring the applications to minimize discrepancies in interpretation between scorers, thereby enhancing consistency and objectivity.

## background & eligible projects

**The Washtenaw County Continuum of Care (CoC) accepted applications for one or more bonus or expansion projects totaling \$482,593 for the 2023 CoC Funding Competition.** The U.S. Department of Housing and Urban Development (HUD) allows CoC's to apply for new (bonus) projects or for expansions of current CoC projects. ***This application uses definitions and requirements based on the [2023 NOFO](#).***

Applicants can apply for a new permanent housing bonus project or for an expansion of a current permanent housing project.

- All **new permanent housing projects** can apply for one of two types of projects, including:
  - New **permanent supportive housing (PSH)** projects that meet the requirements of DedicatedPLUS as defined in Section III.B.2.g. of the NOFO or new PSH projects where 100 percent of the beds are dedicated to chronic homelessness.
  - New **rapid rehousing (RRH)** projects that will serve homeless individuals and 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 paragraph (2) of the definition of homeless
    - (d) persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;
    - (e) receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.
- Project applicants that intend to **expand an eligible renewal project** must:
  - apply within the same component type;
  - provide the eligible renewal grant number that the project applicant requests to expand on the new project application;
  - indicate how the new project application will expand units, beds, services, persons served

- ensure the funding request for the new expansion project is within the funding parameters allowed under the reallocation process or permanent housing bonus.

## Section A: Funding Eligibility and Threshold Criteria (Checklist: tick where applicable)

### AGENCY THRESHOLD CRITERIA:

- ☐ The project meets the eligibility requirements of the CoC Program as defined in 24 CFR part 578 and provides evidence of eligibility required in the application (e.g., nonprofit documentation).
- ☐ The applicant agency demonstrates the financial and management capacity and experience to carry out the project and to administer Federal funds, as detailed in the project application.

*See pages 44-48 of the NOFO for a complete list of threshold criteria.*

### PROJECT TYPE

Applicants can apply for a new permanent housing bonus project or for an expansion of a current permanent housing project. This project falls under the eligible project type of:

- ☐ **New permanent housing project**
  - ☐ PSH serving eligible populations as described above
  - ☐ RRH serving eligible populations as described above
- ☐ **Expansion Project**
  - ☐ PSH serving eligible populations as described above
  - ☐ RRH serving eligible populations as described above

### PROJECT QUALITY THRESHOLD

New permanent supportive housing and rapid rehousing projects must meet at least three out of the four criteria and must meet the third criteria. Projects that do not meet at least three criteria and criteria 3 will be rejected (see pages 45 of the NOFO).

- ☐ The type of housing proposed will fit the needs of the program participants
- ☐ The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source
- ☐ The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
- ☐ Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)
- ☐ The project must follow a housing first approach (page 9 of the NOFO)

### REQUIRED ATTACHMENTS:

- ☐ Most Recent independent audit and submission of SAS114, and 115, if applicable.
- ☐ Current year Board-approved agency budget

## Section B: Scoring Sheet

**INSTRUCTIONS:** FRT members are to review the applications and award points according to the extent to which the scoring criteria are met. A scale with suggested points has been created for each component.

Scoring Components	Criteria for Scoring	Awarded Points
II (A-H): APPLICANT/ SPONSOR EXPERIENCE AND CAPACITY	<p>This component is concerned with the applicant's level of experience and capacity in delivering housing and supportive services for homeless clients.</p> <p><b>Suggested scoring scale:</b> For maximum points (=15), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Clear description (backed with concrete examples) of experience/ expertise with renting units, operating rental assistance and providing supportive services that are aligned with what is proposed in the application.</li> <li>• Clear and concrete examples of how applicant has identified and addressed target population's housing and service needs</li> <li>• If it is a joint application, role of each partner is clearly described and delineated</li> <li>• Applicant agency has a strong management and coordination structure along with an adequate financial accounting system to administer the grant</li> <li>• If a current recipient of CoC or other forms of federal funding, there are no outstanding obligations to HUD, no unexpended funds and no detrimental audit findings. (i.e. Answers to questions IIE-H must be 'No')</li> </ul> <p>10-14 points:</p> <ul style="list-style-type: none"> <li>• Adequate description and demonstration of above criteria with good examples given to support content.</li> <li>• Where applicant answered 'Yes' to any of the questions (1E-H), there must be a clear demonstration of corrective steps taken which led to successful resolution of outstanding concerns.</li> </ul> <p>5-9 points:</p> <ul style="list-style-type: none"> <li>• Above criteria are not fully or clearly met. Some attempt to provide examples to demonstrate (i) and (ii) but they are not always aligned with what is proposed in the application.</li> <li>• Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation.</li> </ul> <p>0-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims.</li> <li>• No clear role / responsibilities when it comes to joint applications</li> <li>• Where there are outstanding obligations to HUD or audit concerns, applicant did not provide <u>any</u> corrective action plan or explanation.</li> </ul> <p>Comments:</p>	____/15
III (A-G):	<p>This component is concerned with the scope of the proposed project, its goals and the means in which the desired outcomes are to be realized.</p>	____/20

PROJECT DESCRIPTION	<p><b><u>Suggested scoring scale:</u></b> For maximum points (=20), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Project description is clear, complete, and concise and addresses the entire scope of the project.</li> <li>• Clearly addresses the target population/ community to be served and how applicant plans to go about meeting assessed needs. All pointers that are highlighted in the application are fully addressed.</li> <li>• Has a sound plan for executing the grant agreement and beginning rental assistance within 12 months of the award.</li> <li>• For expansion projects, application clearly explains why the expanded activity is needed and how it will be implemented.</li> <li>• If project is designated as DedicatedPLUS, application provides clear explanation of the reasoning behind this designation and how the project will use this expanded criteria.</li> <li>• Project has strong capacity for prioritizing persons with the most severe needs.</li> <li>• If applying for rental assistance, project has a comprehensive method for assessing and determining the type and amount of rental assistance that participants can receive.</li> </ul> <p>14-19 points:</p> <ul style="list-style-type: none"> <li>• Project description is generally comprehensive with 1-2 areas that require clarification.</li> <li>• Pointers highlighted in question III(A) are mostly addressed.</li> <li>• Plan for implementing project within 12 months can be clearer.</li> <li>• Project can be more explicit in its description of how chronic and vulnerable homeless persons are prioritized.</li> </ul> <p>7-13 points:</p> <ul style="list-style-type: none"> <li>• Project description can be more comprehensive and there were more than 3 areas requiring further clarification.</li> <li>• Pointers highlighted in question III(a) are not addressed adequately.</li> <li>• Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award.</li> <li>• Weak demonstration of project's capacity to prioritize chronic and vulnerable homeless persons.</li> </ul> <p>0-6 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in overall project description with some pointers not addressed at all.</li> <li>• Responses have little or no consistency with other parts of the application.</li> <li>• There are serious doubts that project would be ready to implement in a timely manner.</li> <li>• Project is not aligned with HUD's goals of prioritizing chronic and vulnerable homeless persons.</li> </ul> <p>Comments:</p>	
IV : COMMITMENT TO HOUSING	<p>This component is concerned with the project's alignment and commitment to the Housing First approach to homeless assistance.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=10), application must strongly</p>	___/10

FIRST	<p>demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Applicant must clearly describe past experience with the Housing First approach</li> <li>• Current project design is aligned with Housing First Principles (refer to Appendix A of the application (page 18), including: <ul style="list-style-type: none"> <li>○ Client participation in services is not a prerequisite for housing placement</li> <li>○ Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)</li> <li>○ Services are provided as per client's choice and discretion</li> </ul> </li> </ul> <p>4-9 points:</p> <ul style="list-style-type: none"> <li>• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.</li> <li>• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.</li> </ul> <p>0-3 points:</p> <ul style="list-style-type: none"> <li>• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.</li> </ul> <p>Comments:</p>	
V: (A-I) SUPPORTIVE SERVICES FOR PARTICIPANTS	<p>This component is concerned with project's capacity to render participants with the appropriate supportive services crucial for obtaining and sustaining permanent housing outcomes.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (= 25), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Very clear and comprehensive description of how project assists participants in obtaining and remaining in permanent housing.</li> <li>• Project includes a well-thought through plan for individual case management and linkage to mainstream health, social services, and employment resources and benefits where participants meet eligibility criteria.</li> <li>• Supportive services are tailored to the needs of program participants and appropriate measures are in place to reduce barriers to access (e.g. accessible location, relevant type of aid, etc.).</li> <li>• Detailed, coherent and well-thought through "Supportive Services Type and Frequency Chart" that is feasible for implementation.</li> </ul> <p>16-24 points:</p> <ul style="list-style-type: none"> <li>• Adequate description of how project functions to assist clients in obtaining and maintaining permanent housing.</li> <li>• Overall, project demonstrates ability to meet above criteria to a large extent, however some of the responses are lacking in detail or clarity.</li> <li>• "Supportive Services Type and Frequency" Chart is adequately filled up with some areas of doubt.</li> </ul>	<p>____/25</p>



	<p>6-15 points:</p> <ul style="list-style-type: none"> <li>• Descriptions and responses to questions are often inadequate and require further clarification. It is not clear the extent to which the applicant has experience or expertise in assisting clients with maintaining housing or increasing income.</li> <li>• Limited description of how applicant has acknowledged clients' barriers to access and sought to minimize them.</li> <li>• "Supportive Services Type and Frequency" Chart raises doubts for implementation.</li> </ul> <p>0-5 points:</p> <ul style="list-style-type: none"> <li>• Descriptions and responses to questions are severely lacking. There is little or no evidence that the applicant has experience or expertise in assisting clients with maintaining housing or increasing income.</li> <li>• Proposed supportive services do not take into account client's potential barriers to access.</li> <li>• "Supportive Services Type and Frequency Chart" does not match applicant agency capacity and is not feasible for implementation.</li> </ul> <p>Comments:</p>	
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<p>VI: LANDLORD ENGAGEMENT (APPLIES TO SCATTERED- SITE PROJECTS ONLY)</p>	<p>This component is concerned with applicant agency's engagement efforts with landlords towards increasing affordable housing availability. <b><i>(Applies to scattered-site projects only)</i></b></p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• A clear description of applicant's outreach and engagement efforts with landlords is provided.</li> <li>• There is strong evidence of an ongoing positive relationship and communication with landlords that enhances their participation.</li> </ul> <p>2-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description provided.</li> <li>• Limited evidence of an ongoing positive relationship and communication with landlords.</li> </ul> <p>0-1 point:</p> <ul style="list-style-type: none"> <li>• Little or no consideration for outreach to and engagement with landlords.</li> <li>• No evidence of relationship and communication with landlords.</li> </ul> <p>Comments:</p>	<p>___/5</p>
<p>VII: COMMITMENT TO AFFORDABLE HOUSING PLAN (APPLIES TO PROJECT- BASED PROJECTS ONLY)</p>	<p>This component is concerned with applicant agency's commitment to the community's Affordable Housing Plan – Housing Affordability and Economic Equity – Analysis. <b><i>(Applies to project-based projects only)</i></b></p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Clear and comprehensive description of how the project's location and design aligns with the <i>Housing Affordability and Economic Equity Analysis</i>.</li> </ul> <p>2-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description provided.</li> <li>• Limited alignment with <i>Housing Affordability and Economic Equity Analysis</i>.</li> </ul> <p>0-1 point:</p> <ul style="list-style-type: none"> <li>• No evidence of alignment with <i>Housing Affordability and Economic Equity Analysis</i>.</li> </ul> <p>Comments:</p>	<p>___/5</p>
<p>VIII: PARTNERING AND COMMITMENT TO COORDINATED ENTRY</p>	<p>This component is concerned with applicant agency's commitment to working collaboratively within the Continuum of Care.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Description indicates a strong commitment towards collaboration with CoC partners and concrete efforts to start/maintain this in the proposed project.</li> <li>• Strong indication of commitment to coordinated entry to maximize resources and avoid duplication.</li> </ul> <p>2-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description; there is indication of commitment towards partnership and the coordinated process but it is not fully demonstrated in the past or in current application.</li> </ul> <p>0-1 point:</p>	<p>/5</p>



## background and application OVERVIEW

As allowed under the [2023 Notice of Funding Opportunity](#) (NOFO), the Washtenaw County CoC will accept new project applications for Permanent Housing – Rapid Rehousing (PH-RRH) projects serving survivors of domestic violence (DV), dating violence, sexual assault, or stalking that are defined as homeless according to 24 CFR 578.3 (see definitions in Appendix A). Applicants should not request an amount that exceeds **\$222,407 for a 1-year grant term**. CoC staff may work with applicants to either partner with another provider and/or reconsider application submission based upon competitiveness of the project according to HUD and local priorities. However, no interested applicant will be rejected prior to formal review by the Funding Review Team (FRT).

**Applicants do not have to be DV providers, but it is *strongly advised* that non-DV providers partner with DV programs to ensure critical program elements are included, such as ongoing safety planning, survivor confidentiality, trauma-informed services, victim-centered approaches, and survivor choice.**

The CoC FRT will look for the following when reviewing applications:

- Applicants that quantify the need for the project and how the project will fill that gap
- Previous performance of the applicant in serving survivors of domestic violence (DV), dating violence, sexual assault, or stalking, as well as their ability to house survivors and meet safety outcomes

*Going forward, this application will refer to new PH-RRH projects serving survivors of domestic violence (DV), dating violence, sexual assault, or stalking as the “DV Bonus.”*

## application process and due dates

Applicants are required to **complete and submit this application to be reviewed and scored by the FRT**, a committee of the Washtenaw County CoC Board. **Applications are due Monday, August 28, 2023 at 11:59pm by email to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) (late submissions will not be reviewed).**

The FRT will score projects on a 100-point scale (see scoring rubric in Appendix C) and approve/deny based on score and how the project will meet community need as demonstrated by local data, provider feedback, and the Community Housing Prioritization (CHP) By-Name List (calculated using currently chronic homeless numbers and monthly in-flow). Approved projects will be ranked based on the CoC approved 2023 Ranking Policy, which will be finalized at the September 20 CoC Board Meeting. Upon notification of funding decision, selected applicants will begin a process with OCED to review CoC Bonus applications that will be submitted to the U.S. Department of Housing and Urban Development (HUD) via E-SNAPS (HUD’s grant management system).

Please contact Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions.

## Bonus/Expansion Project application Timeline

13. Interested applicants submit full application by 8/28
14. FRT reviews applications and meets to select the project by 9/13
15. Applicants notified of their status by 9/13.
16. Selected project(s) submit PDF versions of their E-SNAPS project application to OCED for Round 1 feedback by 9/20
17. Selected project(s) are given feedback and corrections for Final submission by 9/22
18. Selected project(s) submit final E-SNAPS project application by 9/26

## Eligible applicants:

- Eligible project applicants and any subrecipients for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies, as such term is defined in 24 CFR 5.100, without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds. Project applicants and subrecipients (if any) must provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- Applicant agencies and any subrecipients must carry out duties within the geographic area of Washtenaw County
- Project applicants and any subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.
- Project applicants and any subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
- Project applicants and any subrecipients must be in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds- outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, history of consistently late APRs, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- Project applicants and any subrecipients must be in compliance with applicable fair housing and civil requirements.
- Project applicant and any subrecipients must have the ability to collect required HUD data and generate required reports in the Homeless Management Information System (HMIS) or a comparable database (for DV agencies).

## Eligible projects/Activities for the Funds:

- Applicants can apply for a DV bonus project that provides Rapid Re-Housing (RRH) to survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless at 24 CFR 578.3.
- The project funded through the DV Bonus must adopt a housing first approach.
- Eligible activities for **new DV RRH** projects include:
  - Acquisition/New Construction/Rehabilitation
  - Leased Units
  - Leased Structures
  - Short-term/Medium-term Rental Assistance (not to exceed 24 months)
  - Supportive Services (not to exceed 6 months after rental assistance ceases; see 24 CFR 578.53 for eligible costs)
  - Operations
  - HMIS

**Note:** In new project applications, project applicants may **NOT** have any of the following combinations in a single structure or housing unit:

- Acquisition and/or rehabilitation with new construction
- Leasing with acquisition, rehabilitation, or new construction
- Rental assistance with acquisition, rehabilitation, or new construction
- Leasing and rental assistance
- Rental assistance and operations
- The initial grant term for new project applications may be 1 year.
- The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity. It also must ensure that the type and scale of the supportive services fits the needs of the program participants; this includes all supportive services, regardless of funding source.

- Project must agree to enter client data into HMIS (or comparable data base for DV agencies), participate in the annual point-in-time and housing inventory counts, partner with Housing Access for Washtenaw County (HAWC) for coordinated entry, and comply with all other CoC Policies and Procedures, including participation in the Community Housing Prioritization (CHP) process.

#### Eligible populations:

- New RRH projects must serve survivors of domestic violence, dating violence, sexual assault, or stalking who are defined as homeless at 24 CFR 578.3

#### Coordinated Entry Requirement:

All HUD CoC-funded projects are required to participate in the locally established Coordinated Entry process. If funded, all projects will be required to participate in the CoC's Community Housing Prioritization (CHP) Committee, which oversees the process for all referrals to permanent housing units. All family and single-adult referrals must come from the CHP By-Name List, which prioritizes the most vulnerable homeless households (single-adults and families). Prioritization for single-adults and families is determined using the Vulnerability-Index: Service Prioritization Decision Assistance Tool (VI-SPDAT), a tool developed by OrgCode Consulting and mandated by the State of Michigan, for identifying and prioritizing people experiencing homelessness for housing.

## Project quality Threshold

#### project criteria

- Projects must meet at least 3 out of the 4 criteria below and must meet the 3<sup>rd</sup> criteria (see section V.C.3.c of the 2023 NOFA):
  - The type of housing proposed will fit the needs of the program participants
  - The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source
  - The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
  - Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)
- Project must follow a housing first approach (see page 9 of the 2023 NOFA)
- The applicant must demonstrate the project will use trauma-informed, victim-centered approaches (see page 7 of the NOFA)

#### Project Quality Standards:

Projects reviewed for renewal funding recommendations are held to the threshold and outcome standards listed below; accepted projects would be held to these same standards for renewal in subsequent years. Please note that RRH projects are only calculated with "leavers" data. *Leavers* on an Annual Performance Report (APR) are those that exited the program in a program year. *Stayers* are those that were still being served at the close of the program year.

## RAPID RE-HOUSING PROJECT OUTCOMES

CRITERIA	STANDARD
<b>A) Exit to Permanent Housing Destinations</b> $\left[ \frac{\text{No. of leavers exiting to PH types}}{\text{Total no. of leavers served}} \right]$ $\times 100\%$	80%
<b>B) Leavers with Health Insurance</b> (includes Medicaid, Medicare, VA Insurance) $\left[ \frac{\text{No. of leavers with HI}}{\text{Total no. of leavers served}} \right]$ $\times 100\%$	60%
<b>C) Employment Rate for Leavers</b> $\frac{\text{No. of Adult leavers with earned Y}}{\text{Total no. of Adult leavers served}}$ $\times 100\%$	20%
<b>D) Leavers who maintained or increased total income</b> (earned + non-employment income) $\left[ \frac{\text{No. of Adult leavers who maintained or } \uparrow \text{ Total Y}}{\text{Total no. of Adult leavers served}} \right]$ $\times 100\%$	60%

AGENCY LEVEL THRESHOLD		
Agency Level Threshold requires agencies to meet local funding standards and be an active participant in the CoC based on the criteria below.		
THRESHOLD DESCRIPTION	THRESHOLD MET (YES/NO)	
Agency meets the financial audit requirements stipulated under the Coordinated Funding Request for Information (RFI).		
Agency has attended at least 1 of 2 CoC All-Membership Meetings in the past 12 months.		
Agency has representation in at least one of the CoC committees ( i.e. WHA Operations Committee, Coordinated Entry Oversight & Evaluation) and has attended at least 75% of meetings convened by the committee.		
Agency has a 75 % attendance rate at Community Housing Prioritization Meetings.		
PROJECT LEVEL THRESHOLD		
Threshold needs to be met as described below for projects to be considered for funding renewal. Projects falling within certain score ranges will need to submit a Corrective Action Plan (CAP), as stated below. <i><b>Please note:</b> Projects that have not completed a full calendar year will be EXEMPT from this threshold.</i>		
THRESHOLD DESCRIPTION	OUTCOME PERCENTAGE	THRESHOLD MET (YES/NO/EXEMPT)
<b>Program Outcomes:</b> Project attained above <b>60%</b> of the total score possible. If not, projects scoring between 20-60% will need to submit a CAP and below 20% will not be considered for funding.	%	
<b>Compliance:</b> Project attained above <b>70%</b> of the total score possible. If not, projects scoring between 50-70% will need to submit a CAP and below 50% will not be considered for funding.	%	
<b>HMIS Compliance &amp; Data Quality:</b> Project attained above <b>85%</b> of the total score. If not, projects scoring between 55-85% will need to submit a CAP and below 55% will not be considered for funding.	%	
NOTE: For threshold items that are not met, the agency will need to submit an explanatory letter to the CoC Funding Review Team to request a waiver for each threshold item not met before the project application can be considered for funding.		

# DV BONUS APPLICATION

## 2023 CoC Funding Competition

*This application is for permanent housing rapid re-housing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3*

- All information is required, including attachments. The Funding Review Team reserves the right to not review incomplete applications or projects that do not meet eligibility requirements.
- Applications are due by **Monday, August 28, 2023 at 11:59pm** and should be sent to Andrew Kraemer at [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org). **Late submissions will not be reviewed.**
- Please contact [kraemera@washtenaw.org](mailto:kraemera@washtenaw.org) with any questions about the form or process.

### I. GENERAL INFORMATION (not scored)

#### 24. Agency Contact Information:

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_
- d. Is the agency a current HUD CoC grantee? ☐ Yes    ☐ No

#### 25. Sub-Recipient Organization (if applicable):

- a. Name of Organization: \_\_\_\_\_
- b. Organization Type  
☐ Units of Local Government      ☐ Non-profit 501(c)(3)      ☐ PHA  
☐ State Government      ☐ Other: Describe \_\_\_\_\_
- c. DUNS Number: \_\_\_\_\_
- d. Is the agency a current HUD CoC grantee? ☐ Yes    ☐ No

#### 26. Contact person for this project:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

27. Proposed HUD Request (\$): \_\_\_\_\_

28. Proposed Total Budget \$ (Total HUD Requested + at least 25% Match) \*: \_\_\_\_\_

29. Proposed Number of Units: \_\_\_\_\_

30. Proposed number of beds: \_\_\_\_\_

31. Proposed Grant Term: \_\_\_\_\_





32. **Proposed Project Budget:**

<b>Activities</b>	<b>Total Assistance Requested</b>	<b>Total Project Budget</b>
Rental Assistance		
Supportive Services		
Operations		
HMIS		
Sub-total Request		
Administrative costs (Up to 10%)		
Cash Match		
In-kind Match		
Total Match – 25% for all categories		
Total Budget		

33. The following **required attachments** are included:

- ☐ Most recent independent audit and submission of SAS114, and 115, if applicable
- ☐ Current year Board-approved agency budget

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*Applicants should fully respond to the following narrative questions. Applicants are encouraged to answer as succinctly as possible.*

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## **II. APPLICANT/SPONSOR EXPERIENCE AND CAPACITY (15 points)**

<p>Q. Describe the experience of the project applicant, subrecipients (if any), and partner organizations (e.g., key contractors, service providers if applicable) as it relates to providing supportive services and housing for homeless survivors of domestic violence, dating violence, sexual assault, or stalking, &amp; carrying out the activities of the project. Be sure to provide concrete examples that illustrate:</p> <ol style="list-style-type: none"><li>1) experience/expertise with renting units, operating rental assistance, &amp; providing supportive services similar to the activities proposed in the applications, including number of clients currently served that are survivors –AND–</li><li>2) working with &amp; addressing the target population’s identified housing &amp; service needs –AND–</li><li>3) past performance in permanent housing programs related to serving survivors (e.g. permanent housing placement and retention)</li></ol>
<p>R. For the applicant and subrecipient (if any), describe the data sets (and sources) that are leveraged to understand and describe the level of need related to domestic violence, dating violence, sexual assault, and stalking. Include in the description the current level of need to serving this population.</p>
<p>S. Describe how the applicant and subrecipient, if any, addresses safety planning and client choice in compliance with the Violence Against Women Act (VAWA).</p>
<p>T. Describe applicant and subrecipient (if any) experience with confidentiality and record keeping requirements outlined in VAWA.</p>
<p>U. Describe trainings and professional development related to providing services to survivors of domestic violence, dating violence, sexual assault, and stalking survivors, including frequency and if they are mandated by the applicant and subrecipient (if any).</p>
<p>V. Describe experience of applicant and subrecipient in providing holistic services to DV survivors (e.g. legal services, child care). The description should detail key partnerships, referrals, and coordination of services and the extent to which these partnerships contribute to the success of program participants. If applicant is not a DV provider, the description should include partnerships with DV providers.</p>

W. Describe the experience of the applicants and potential subrecipients (if any) in collecting all required HUD data elements and ability to generate federally mandated reports. Include the infrastructure put in place (e.g. HMIS Agency Administrator, data entry procedures) to ensure these requirements are met.
X. Describe the experience of the applicant and potential subrecipients (if any) in leveraging other Federal, State, local, and private sectors. Be sure to include a description of experience with delivering or securing Medicaid funded services for participants in the agency's programs.
Y. Describe the basic organization & management structure of the applicant & subrecipients (if any). Include description of internal & external coordination, structures for managing basic organization operations, & an adequate financial accounting system that will be used to administer the grant.
Z. Describe the experience of the applicant & potential subrecipients (if any), in effectively utilizing federal funds & performing the activities proposed in the application, given funding & time limitations.
AA. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, were there any findings from the audit? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe the findings & your agency's corrective actions to satisfy the findings & <u>attach a copy of the corrective action plan that you submitted to HUD or OCED.</u>
BB. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe the details of unresolved monitoring or audit findings & steps that will be taken to resolve.
CC. Have you returned any funds to HUD on any existing grants in the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how much has been returned?  What is the reason that the funds have been returned?

DD. Do you have any outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon? ☐ Yes ☐ No

If yes, how much is owed?

What is the reason for the obligation to HUD?

What is preventing establishing a payment schedule?

#### XVI. PROJECT DESCRIPTION (20 points)

P. Provide a description (**limit 2000 characters**) that addresses the entire scope of the proposed project. The project description should be complete & concise. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), & any coordination with other source(s)/partner(s). The description must be consistent with other parts of this application & identify **in 2000 characters or less (spaces included)**:

- The target population including the number of single adults & the number of families with children to be served when the project is at full capacity
- Address & location of units
- Type & number of units – scatter site or single site, single or multi-family homes, etc
- How the type, scale & location of the housing fit the needs of program participants
- The specific services that will be provided & outreach methods to be used to serve the long-term homeless population
- Projected outcomes
- Coordination with partners (especially DV providers if applicant is not a DV-specific service provider) and use of trauma-informed, victim-centered approaches
- Project timeline – when units will be developed or leased-up
- HMIS implementation (or comparable database for DV agencies)
- How the project will leverage or deliver Medicaid services to participants

Q. Describe the estimated schedule for the proposed activities, the management plan, & the method for assuring effective & timely completion of all work.

R. Describe a plan for executing the grant agreement and beginning rental assistance within 12 months of the award. Describe how full capacity will be achieved over the term being requested. If any project site is not currently owned or under a lease agreement, provide a summary of relevant contracts & agreements (e.g., with local landlords, housing locator specialists, public housing authority, other partner organizations) needed for the achievement of project operation. The narrative must provide evidence that ensures there will be no delay in service provision to participants, operation of CoC management systems, or the leasing of units for reasonable rents.
S. Describe recipient/subrecipient capacity for assessing need, prioritizing persons with the most severe needs & conducting outreach to survivors.
T. If applying for Rental Assistance, describe the method for determining the type & amount of rental assistance that participants can receive.

**XVII. COMMITMENT TO HOUSING FIRST (10 points)**

Housing First is an approach to homeless assistance that prioritizes rapid placement & stabilization in permanent housing & does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. See Appendix A for a list of Housing First principles.

B. Describe recipient/subrecipient experience with & a description of the program design for implementing housing first.
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**XVIII. SUPPORTIVE SERVICES FOR PARTICIPANTS (25 points)**

A. For projects serving **families**, does the applicant/sponsor have policies & practices that are consistent with, & do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, & other laws relating to the provision of educational & related services to individuals & families experiencing homelessness?

☐ Yes   ☐ No   ☐ N/A (project not serving families)

B. For projects serving **families**, does the applicant/sponsor have a designated staff person responsible for ensuring that children are enrolled in school & connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, & McKinney-Vento education services?

☐ Yes   ☐ No   ☐ N/A (project not serving families)

C. Describe the manner in which the project applicant will take into account the educational needs of children when youth and/or families are placed in housing.
D. Describe how participants will be assisted to obtain & remain in permanent housing and what supportive services will be provided.
E. Describe your plan for ensuring program participants will be individually assisted to obtain benefits of the mainstream health, social, & employment programs for which they are eligible.
F. Describe how participants will be assisted to increase employment &/or income using mainstream housing & service programs.
G. Describe how participants will be assisted to maximize ability to live independently & increase self-sufficiency using mainstream housing & service programs.
H. Describe how the type, scale, & location of the supportive services & the mode of transportation to those services fit the needs of program participants.

#### Supportive Services Type & Frequency Chart:

For all supportive services available to participants, indicate who will provide, how they will be accessed & how often they will be provided **regardless of the resources that will be used to pay for the services**. Please include all Medicaid services whether provided by the applicant or through partnerships with other organizations that provide Medicaid funded services.

*For Provider, indicate: "Applicant" if the applicant will provide the service directly; "Subrecipient" if a subrecipient will provide the service directly; "Partner" if an organization that is not a subrecipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, "Non-Partner" if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

	<b>Frequency – select one per service type</b>
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Supportive Service	Provider	Daily	Weekly	Bi-monthly	Monthly	Does not Apply
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Assistance/Job Training						
Food						
Housing Search/Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						

**XIX. LANDLORD ENGAGEMENT (5 points)**

A. Describe how your organization reaches out to, & engages with local landlords to recruit their participation in making their units available to program participants. In your description, explain how your organization maintains an on-going positive relationship & communication with landlords renting to your organization's program participants.

**XX. PARTNERING & COMMITMENT TO COORDINATED ENTRY (5 points)**

C. Describe how your organization will or currently works with OCED, Washtenaw Housing Alliance, coordinated entry, & other organizations to coordinate services & reduce duplication of services.



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## XXI. BUDGET DETAIL (20 points)

**Rental Assistance:** Enter number of units by unit type; the applicable Fair Market Rent (FMR) level; the term (1 year grant); and enter total amounts.

Unit Size	No. of Units	FMR	Term	Total
Efficiency		\$		
1 Bedroom		\$		
2 Bedroom		\$		
3 Bedroom		\$		
4 Bedroom		\$		
<b>Total</b>				

**Operating Costs:** Enter the quantity & total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary & FTE.

Operating Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Maintenance & repair		
Electricity		
Gas & Water		
Property Tax & Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
<b>Total</b>		

**Supportive Services:** Enter the quantity & total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary & FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Assistance with Moving Costs		
Case Management		
Food		
Housing Search/Counseling		

<b>Services</b>		
<b>Life Skills</b>		
<b>Outreach Services</b>		
<b>Transportation</b>		
<b>Utility Deposits</b>		
<b>Total Annual Assistance Requested</b>		

**Other Funding:** What additional funding sources are committed to this project (e.g. NSP, VASH, HOME)?

**XXII. Commitment to Racial Equity**

<b>Criteria</b>	<b>Agency Response</b>
Public written commitment to address/eliminate racial and ethnic inequities in guiding documentation (i.e. mission, vision, goals, etc.)	
Organization has a racial equity plan or strategy that is regularly monitored	
Ongoing evaluation of policy, service, or program impacts and progress towards racial equity	
Internal structures exist to address issues of racial equity (i.e. a functioning equity committee, formal or informal complaint resolution process, caucusing and community advisory body)	
Racial equity knowledge, skills, and practices are a part of staff job descriptions and work plans	
Staff receive training and support around racial equity and how their role is important in addressing institutional racism (i.e. anti-oppression trainings, etc.)	
Management consistently applies a racial equity lens	
Optional Narrative:	

# APPENDIX A

## DEFINITIONS OF KEY TERMS

### HOMELESS AS DEFINED AT 24 CFR 578.3

#### Category 1: Literally Homeless

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (vii) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (viii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (ix) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

#### Category 2: Imminent Risk of Homelessness

An individual or family who will imminently lose their primary nighttime residence, provided that:

- (vii) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (viii) No subsequent residence has been identified; and
- (ix) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

#### Category 3: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (ix) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (x) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (xi) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (xii) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

#### Category 4: Fleeing/Attempting to Flee DV

Any individual or family who:

- (v) Is fleeing, or is attempting to flee, domestic violence;
- (vi) Has no other residence; and
- (iii) Lacks the resources or support networks to obtain other permanent housing

*HUD wishes to clarify that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph 4 of the “homeless” definition at 24 CFR 578.3, and therefore may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life threatening conditions that relate to violence against*

*the individual or family member” under paragraph 4 of the definition of “homeless” at 24 CFR 578.3. Where an individual or family is fleeing, or is attempting to flee human trafficking, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and the individual or family has no other residence; and the individual or family lacks the resources or support networks to obtain other permanent housing; HUD would consider that individual or family to qualify as “homeless” under paragraph 4 of the definition.*

### Chronically Homeless Definition

The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the [Final Rule on Defining “Chronically Homeless”](#), which states that a chronically homeless person meet all of the following:

- g) Disability: A person must have a documented disability verified by a medical professional.
  - h) Housing Status: A person who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter. (Institutional Caveat: A person is chronically homeless if they experienced homelessness prior to entering an institution and have been in the institution for less than 90 days.)
  - i) Length of Time (only one of the following):
    - Been living in a place not meant for human habitation, safe haven, or in emergency shelter continuously for at least 12 months.
- OR**
- Lived in one or more of the places stated above on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.

**Note:** *Seven nights of not experiencing homelessness counts as a break in homelessness.*

### Housing First Principles

- (a)** Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed.
- (b)** Housing is not contingent on compliance with services – participants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction
- (c)** Services are provided post-housing to promote housing stability and well-being
- (d)** Tenants have choice and access to affordable of Housing
- (e)** Housing is integrated into the Community
- (f)** Separation of Housing and Treatment – participation in services is not a condition of maintaining tenancy.
- (g)** Service Philosophy and Service Array
  - i. Low Demand Approach for Entry into the Housing
  - ii. Provides Access to Treatment Resources and Supports
  - iii. Employs Recovery Principles

## APPENDIX B

### WASHTENAW COUNTY CONTINUUM OF CARE 2023

Reviewer Name: \_\_\_\_\_

Applicant Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Score (complete this once scoring rubric is completed): \_\_\_\_\_

## SCORING RUBRIC FOR DV BONUS APPLICATIONS

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*DV Bonus applications are for new permanent housing rapid re-housing (RRH) projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3*

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### Introduction:

The following rubric is an attempt to operationalize the scoring criteria for new permanent housing project or expansion project applications (i.e. bonus projects) in the FY 2023 CoC Funding Competition. It serves as a descriptive guide for use by the **Funding Review Team**, a CoC-appointed committee, when scoring the applications to minimize discrepancies in interpretation between scorers, thereby enhancing consistency and objectivity.

### background & eligible projects

As allowed under the [2023 Notice of Funding Opportunity](#) (NOFO), the Washtenaw County Continuum of Care (CoC) accepted applications for new Permanent Housing Rapid Re-Housing (RRH) projects serving survivors of domestic violence (DV), dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3 (see page 37 of the NOFO). Applicants are permitted to request up to \$222,053 for a 1-year grant term.

Applicants do not have to be DV providers, but it is *strongly advised* that non-DV providers partner with DV programs to ensure critical program elements are included, such as ongoing safety planning, survivor confidentiality, trauma-informed services and survivor choice.

In the review of applications, reviewers should ensure the following expectations are met:

- Applicants can quantify the need for the project and how the project will fill that gap
- Demonstrated previous performance of applicant in serving survivors of domestic violence (DV), dating violence, sexual assault or stalking, as well as their ability to house survivors and meet safety outcomes

## Section A: Funding Eligibility and Threshold Criteria

*(CHECKLIST: TICK WHERE APPLICABLE)*

### AGENCY THRESHOLD CRITERIA:

- ☐ The project meets the eligibility requirements of the CoC Program as defined in 24 CFR part 578 and provides evidence of eligibility required in the application (e.g., nonprofit documentation)
- ☐ The applicant agency demonstrates the financial and management capacity and experience to carry out the project and to administer Federal funds, as detailed in the project application.
- ☐ The applicant and subrecipient (if any) must have the ability to collect required HUD data and generate required reports in HMIS or a comparable data base (for DV agencies)

### PROJECT TYPE

Applicants can apply for new permanent housing Rapid Re-Housing projects that follow a housing first approach and are dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3.

- ☐ New Rapid Re-Housing Project is dedicated to serving survivors of domestic violence, dating violence, sexual assault, or stalking that are defined as homeless at 24 CFR 578.3.

### PROJECT QUALITY THRESHOLD

New permanent supportive housing and rapid rehousing projects must meet at least 3 out of the 4 criteria and must meet the 3rd criteria. Projects that do not meet at least three criteria and criteria 3 will be rejected (see pages 44-48 of the NOFO).

- ☐ The type of housing proposed will fit the needs of the program participants
- ☐ The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source
- ☐ The proposed project has a specific plan to coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
- ☐ Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)

### Additional criteria:

- ☐ The project must follow a housing first approach (see page 9 of the NOFO).
- ☐ The applicant must demonstrate that the project will use trauma-informed, victim-centered approaches (see page 16 of the NOFO).

### REQUIRED ATTACHMENTS:

- ☐ Most Recent independent audit and submission of SAS114, and 115, if applicable
- ☐ Current year Board-approved agency budget

## Section B: Scoring Sheet

**INSTRUCTIONS:** FRT members are to review the applications and award points according to the extent to which the scoring criteria are met. A scale with suggested points has been created for each component.

Scoring Components	Criteria for Scoring	Awarded Points
II (A-N): APPLICANT/ SPONSOR EXPERIENCE AND CAPACITY	<p>This component is concerned with the applicant's level of experience &amp; capacity in delivering housing &amp; supportive services for homeless clients.</p> <p><b>Suggested scoring scale:</b> For maximum points (=15), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Clear description (backed with concrete examples) of experience with renting units, operating rental assistance &amp; providing supportive services with concrete examples of how applicant has identified &amp; addressed target population's housing &amp; service needs.</li> <li>• Concrete example of level of need for this population &amp; description of data sets/sources used to understand the need.</li> <li>• Clear description of experience executing requirements of the Violence Against Women Act (safety planning, confidentiality &amp; record keeping requirements).</li> <li>• Concrete examples of providing holistic services to DV survivors &amp; a description of key partnerships &amp; their role in the success of program participants, especially partnering with DV providers if applicant is not a DV provider.</li> <li>• Clear description of applicant &amp; subrecipient (if any) experience in collecting all required HUD data elements &amp; generating required reports, as well as the infrastructure that ensures these requirements are met.</li> <li>• DV providers must use data from an HMIS-comparable database.</li> <li>• If it is a joint application, role of each partner is clearly described &amp; delineated</li> <li>• Applicant agency has a strong management &amp; coordination structure along with an adequate financial accounting system to administer the grant.</li> <li>• If a current recipient of CoC or other forms of federal funding, there are no outstanding obligations to HUD, no unexpended funds &amp; no detrimental audit findings. (i.e. answers to questions IIK-N must be 'No').</li> </ul> <p>10-14 points:</p> <ul style="list-style-type: none"> <li>• Adequate description &amp; demonstration of above criteria with good examples given to support content.</li> <li>• Where applicant answered 'Yes' to any of the questions (IIK-N), there must be a clear demonstration of corrective steps taken which led to successful resolution of outstanding concerns.</li> </ul> <p>5-9 points:</p> <ul style="list-style-type: none"> <li>• Above criteria are not fully or clearly met. Some attempt to provide examples to demonstrate (i) &amp; (ii) but they are not always aligned with what is proposed in the application.</li> <li>• Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation.</li> </ul> <p>0-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims.</li> </ul>	<p>____/15</p>



	<ul style="list-style-type: none"> <li>No clear role/responsibilities when it comes to joint applications</li> <li>Where there are outstanding obligations to HUD or audit concerns, applicant did not provide <u>any</u> corrective action plan or explanation.</li> </ul> <p>Comments:</p>	
III (A-E): PROJECT DESCRIPTION	<p>This component is concerned with the scope of the proposed project, its goals &amp; the means in which the desired outcomes are to be realized.</p> <p><b><i>Suggested scoring scale:</i></b> For maximum points (=20), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>Project description is clear, complete, concise, &amp; addresses the entire scope of the project.</li> <li>Clearly addresses the target population/ community to be served &amp; how applicant plans to go about meeting assessed needs. All pointers that are highlighted in the application are fully addressed.</li> <li>Has a sound plan for executing the grant agreement &amp; beginning rental assistance within 12 months of the award.</li> <li>Project has strong capacity for prioritizing persons with the most severe needs.</li> <li>If applying for rental assistance, project has a comprehensive method for assessing and determining the type and amount of rental assistance that participants can receive.</li> <li>If not a DV provider, applicant describes a clear partnership with a DV provider</li> </ul> <p>14-19 points:</p> <ul style="list-style-type: none"> <li>Project description is generally comprehensive with 1-2 areas that require clarification.</li> <li>Pointers highlighted in question III(A) are mostly addressed.</li> <li>Plan for implementing project within 12 months can be clearer.</li> <li>Project can be more explicit in its description of how chronic and vulnerable homeless persons are prioritized.</li> </ul> <p>7-13 points:</p> <ul style="list-style-type: none"> <li>Project description can be more comprehensive and there were more than 3 areas requiring further clarification.</li> <li>Pointers highlighted in question III(A) are not addressed adequately.</li> <li>Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award.</li> <li>Weak demonstration of project's capacity to prioritize chronic and vulnerable homeless persons.</li> </ul> <p>0-6 points:</p> <ul style="list-style-type: none"> <li>Lack of clarity in overall project description with some pointers not addressed at all.</li> <li>Responses have little or no consistency with other parts of the application.</li> <li>There are serious doubts that project would be ready to implement in a timely manner.</li> <li>Project is not aligned with HUD's goals of prioritizing chronic and vulnerable homeless persons.</li> </ul> <p>Comments:</p>	<p>____/20</p>

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<p>IV : COMMITMENT TO HOUSING FIRST</p>	<p>This component is concerned with the project’s alignment and commitment to the Housing First approach to homeless assistance.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=10), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Applicant must clearly describe past experience with the Housing First approach</li> <li>• Current project design is aligned with Housing First Principles (refer to Appendix A of the application, including: <ul style="list-style-type: none"> <li>○ Client participation in services is not a prerequisite for housing placement</li> <li>○ Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)</li> <li>○ Services are provided as per client’s choice &amp; discretion</li> </ul> </li> </ul> <p>4-9 points:</p> <ul style="list-style-type: none"> <li>• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.</li> <li>• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.</li> </ul> <p>0-3 points:</p> <ul style="list-style-type: none"> <li>• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.</li> </ul> <p>Comments:</p>	<p>____/10</p>
<p>V: (A-I) SUPPORTIVE SERVICES FOR PARTICIPANTS</p>	<p>This component is concerned with project’s capacity to render participants with the appropriate supportive services crucial for obtaining &amp; sustaining permanent housing outcomes.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (= 25), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Very clear &amp; comprehensive description of how project assists participants in obtaining &amp; remaining in permanent housing.</li> <li>• Project includes a well-thought through plan for individual case management &amp; linkage to mainstream health, social services, and employment resources &amp; benefits where participants meet eligibility criteria.</li> <li>• Supportive services are tailored to the needs of program participants &amp; appropriate measures are in place to reduce barriers to access (e.g. accessible location, relevant type of aid, etc.).</li> <li>• Detailed, coherent &amp; well-thought through “Supportive Services Type &amp; Frequency Chart” that is feasible for implementation.</li> </ul> <p>16-24 points:</p> <ul style="list-style-type: none"> <li>• Adequate description of how project functions to assist clients in obtaining &amp; maintaining permanent housing.</li> <li>• Overall, project demonstrates ability to meet above criteria to a large extent, however some of the responses are lacking in detail or clarity.</li> <li>• “Supportive Services Type &amp; Frequency” Chart is adequately filled up with</li> </ul>	<p>____/25</p>

	<p>some areas of doubt.</p> <p>6-15 points:</p> <ul style="list-style-type: none"> <li>• Descriptions &amp; responses to questions are often inadequate &amp; require further clarification. It is not clear the extent to which the applicant has experience or expertise in assisting clients with maintaining housing or increasing income.</li> <li>• Limited description of how applicant has acknowledged clients' barriers to access &amp; sought to minimize them.</li> <li>• "Supportive Services Type &amp; Frequency" Chart raises doubts for implementation.</li> </ul> <p>0-5 points:</p> <ul style="list-style-type: none"> <li>• Descriptions &amp; responses to questions are severely lacking. There is little or no evidence that the applicant has experience or expertise in assisting clients with maintaining housing or increasing income.</li> <li>• Proposed supportive services do not take into account client's potential barriers to access.</li> <li>• "Supportive Services Type &amp; Frequency Chart" does not match applicant agency capacity &amp; is not feasible for implementation.</li> </ul> <p>Comments:</p>	
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<p>VI: LANDLORD ENGAGEMENT</p>	<p>This component is concerned with applicant agency's engagement efforts with landlords towards increasing affordable housing availability.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• A clear description of applicant's outreach &amp; engagement efforts with landlords is provided.</li> <li>• There is strong evidence of an ongoing positive relationship &amp; communication with landlords that enhances their participation.</li> </ul> <p>2-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description provided.</li> <li>• Limited evidence of an ongoing positive relationship &amp; communication with landlords.</li> </ul> <p>0-2 point:</p> <ul style="list-style-type: none"> <li>• Little or no consideration for outreach to &amp; engagement with landlords.</li> <li>• No evidence of relationship &amp; communication with landlords.</li> </ul> <p>Comments:</p>	<p>___/5</p>
<p>VII: PARTNERING &amp; COMMITMENT TO COORDINATED ENTRY</p>	<p>This component is concerned with applicant agency's commitment to working collaboratively within the Continuum of Care.</p> <p><b><u>Suggested Scoring Scale:</u></b> For maximum points (=5), applicant must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• Description indicates a strong commitment towards collaboration with CoC partners &amp; concrete efforts to start/maintain this in the proposed project.</li> <li>• Strong indication of commitment to coordinated entry to maximize resources &amp; avoid duplication.</li> </ul> <p>2-4 points:</p> <ul style="list-style-type: none"> <li>• Lack of clarity in description; there is indication of commitment towards partnership &amp; the coordinated process but it is not fully demonstrated in the past or in current application.</li> </ul> <p>0-2 point:</p> <ul style="list-style-type: none"> <li>• Description is vague &amp; indicates little or no commitment towards partnership or the coordinated entry process.</li> </ul> <p>Comments:</p>	<p>/5</p>

VIII: BUDGET DETAIL	<p>This component is concerned with the budgeting aspects of the proposed project. <b><u>Suggested scoring scale:</u></b> For maximum points (=20), application must strongly demonstrate the following qualities:</p> <ul style="list-style-type: none"> <li>• All budget charts are clearly filled out &amp; calculated correctly. Budget requests are clear, logical &amp; consistent with the overall activities proposed in the application.</li> <li>• Projects must be 1-year grant terms only.</li> <li>• Quantity descriptions clearly identify what is included in the requests &amp; are in line with project requirements.</li> <li>• Clear indication of potential additional funding sources that are committed to this project.</li> </ul> <p>14-19 points:</p> <ul style="list-style-type: none"> <li>• Budget charts are generally filled out in a logical &amp; coherent manner with minor areas requiring clarification.</li> <li>• Quantity descriptions are adequate but may have some inconsistency with overall project requirements.</li> </ul> <p>7-13 points:</p> <ul style="list-style-type: none"> <li>• Some errors in budget charts, including calculation errors.</li> <li>• Quantity descriptions are unclear &amp; most parts are lacking in logic &amp; connection to the overall application.</li> </ul> <p>0-6 points:</p> <ul style="list-style-type: none"> <li>• Budget charts are unclear on the whole &amp; lacking in logic &amp; connection to the overall application; multiple calculation errors.</li> <li>• Overall responses provided indicate poor adherence to the specific requirements in each section.</li> </ul> <p>Comments:</p>	____/20

OVERALL COMMENTS: