CONTINUUM OF CARE (CoC) BOARD

SEPTEMER 20, 2023 | 3:00-5:00PM

VIRTUAL MEETING

TIME	AGENDA ITEM
3:00pm	1. Call to Order
3:03pm	2. Welcome/Introductions
3:05pm	3. Public Comment
3:10pm	4. Approval of Agenda **(ACTION)**
3:12pm	5. Approval of Minutes **(ACTION)**
3:15pm	6. Approval of Ranking Policies for the CoC Funding Competition – *Andrew Kraemer, Office of Community and Economic Development (OCED)* **(ACTION)**
3:25pm	7. Approval of the Consolidated Application for the HUD CoC Notice of Funding Opportunity (NOFO) – *Andrew Kraemer, OCED* **(ACTION)** a. Funding Review Team Recommendations for the CoC Renewal Projects, Bonus Projects, Domestic Violence (DV) Projects
3:40pm	8. Approval of the new Community Housing Prioritization (CHP) Policy – *Andrew Kraemer, OCED* **(ACTION)**
3:55pm	9. Approval of a CoC Compensation Plan for PWLE of Homelessness– *Kristin Kunes, OCED* **(ACTION)**
4:15pm	10. Fiscal Year (FY) 23-24 MSHDA and HUD ESG Funding – *Kristin Kunes, OCED*
4:20pm	11. CoC FY 23-24 Priorities and Strategic Planning – *Renee Smith, Co-Chair*
4:25pm	12. Winter Task Force Update – *Rhonda Weathers, SOS, and Dan Kelly, SAWC*
4:30pm	13. Coordinated Entry System (CES) Updates: a. CES Timeliness Data HAWC July and August Data – *Andrew Kraemer, OCED* Agency Updates – *Morghan Boydston, OCED* b. HAWC Individual Assessment Agency – *Dan Kelly, Shelter Association of Washtenaw County (SAWC)* c. HAWC Family Assessment Agency – *Rhonda Weathers, SOS Community Services* d. HAWC Prevention Assessment Agency – *Rhonda Weathers and Kara Painter, SOS Community Services* e. Housing Assessment and Resource Agency (HARA) – *Morghan Boydston, OCED* f. Oversight & Evaluation Committee– *Kristin Kunes, OCED* Leadership Transition
4:40pm	14. Emergent Issues – *All*
4:50pm	15. Public Comment
5:00pm	16. Adjournment

Key Terms

HUD: U.S. Department of Housing and Urban Development
PWLE: People With Lived Experiences
Fiscal Year 23-24: October 1, 2023-September 30, 2024
MSHDA: Michigan State Housing Development Authority
ESG: Emergency Solutions Grant
HAWC: Housing Access for Washtenaw County

Board Position	Board Member
WHA Director	Amanda Carlisle, Director, Washtenaw Housing Alliance (WHA)
CoC At-Large	Aubrey Patiño, Avalon Housing
Homeless or Housing Program	Dan Kelly, Shelter Association of Washtenaw County (SAWC)
Homeless or Housing Program	Jan Little, Michigan Ability Partners (MAP)
Faith Community	Jim Mogensen, Religious Action for Affordable Housing (RAAH)
Domestic Violence Provider Representative	Kim Montgomery, SafeHouse Center Services Director
WHA Board Member	Rhonda Weathers, SOS Community Services
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OCED Director	Director OR Morghan Williams Boydston, Human Services Manager
Housing Commissions	Jennifer Hall, Director of Ann Arbor Housing Commission (AAHC)
Workforce Development	Johnny Epps, Michigan Works Southeast
CMH Director	Katie Hoener, Community Mental Health OR Melisa Tasker, Community Mental Health (CMH)
Housing Access for Washtenaw County	Morghan Boydston, HAWC Supervisor
Substance Abuse Coordinating Agency Director	Nicole Adelman, Community Mental Health Partnership of Southeast Michigan (CMHPSM)
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Public Health Director	Ruth Kraut, Deputy Health Officer
CoC At-Large	Tish Lee, Legal Services of South Central Michigan (LSSCM)
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City of Ann Arbor Mayor	John Hieftje, Former Mayor
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Currently/Formerly Homeless	Jennifer Monahan, Washtenaw Intermediate School District (WISD)
Michigan Department of Health and Human Services Director	Renee Adorjan, MDHHS Director OR Alice Seipelt, Community Coordinator
Veterans Administration	Gabriel Parra, Health Care for Homeless Veterans Coordinator
Washtenaw County Board Chair	Greg Dill, County Administrator OR Andrew LaBarre, County Commissioner
Private Funder	Jillian Rosen, VP for Community Investment for Ann Arbor Area Community Foundation
Police/Sherriff	Vacant
Police/Sherriff	Deputy Chief Jason Forsberg, Ann Arbor Police Department
WHA Board Member	Vacant
CoC Non-Funded Agency	Vacant
Institute of Higher Education	Vacant

CONTINUUM OF CARE (CoC) BOARD

JULY 19, 2023 | 3:00-5:00PM

VIRTUAL MEETING

ATTENDANCE: J. HIEFTJE, K. FIELD, E. TENNISWOOD, J. MOGENSEN, D. COAK, R. SMITH, K. MONTOGOMERY, S. TARUZA, S. LAPIDES, R. ECHOLS, K. WYATT, AMANDA'S OTTERPILOT, A. LABARRE, J. CANNON, A. POMPER, ANDREW'S OTTERPILOT, A. PATINO, J. LAYE, C. BLAIS, T. COHEN, K. KUNES, R. WEATHERS, M. WILLIAMS, F. REDWINE-OTIENO, M. TOUT, A. KRAEMER, S. THORNBURG, D. KELLY, A. SEIPELT, Z. FOSLER, D. DAILEY, M. CREEKMORE, S. STUMBAUGH, J. LITTLE, L. CALKA, K. HOENER, S. CROUSE

TIME	AGENDA ITEM
3:00pm	1. Call to Order J. Hiefje called the meeting to order.
3:03pm	2. Welcome/Introductions
3:05pm	3. Public Comment None.
3:10pm	4. Approval of Agenda **(ACTION)** R. Weathers moved. Seconded by Renee. All in favor.
3:12pm	5. Approval of Minutes **(ACTION)** Moved by J. Mogensen. Seconded by K. Field. All in favor.
3:15pm	6. Virtual Voting on the FRT's ESG Recommendations **(ACTION)** K. Kunes explained the Action Item. Page 13 in the Board Packet. All in Favor. As an applicant for the funds, SAWC abstained from voting.
3:20pm	7. Washtenaw County Funding Processes – *Andrew DeLeeuw, County Interim Deputy Administrator* DeLeeuw explained the decision made. A. Carlisle's absence was noted in the chat. K. Kunes clarified that it was the Shelter Diversion Pilot grant. J. Mogensen said this is going to become a structural issue. A. LaBarre said the BOC is working to make sure this will not happen again. A. DeLeeuw said it was an aggressive grant timeline. A. Patino asked if there is a structure for CoC involvement in decisions. A. DeLeeuw said he did not have ideas for that. He welcomes more questions.
3:30pm	8. Public Hearing: Amended HOME-ARP Allocation Plan– *Morghan Boydston and Tara Cohen, Office of Community and Economic Development (OCED)*

	M. Boydston shared the PowerPoint and presented. We are proposing amendments to the HOME-ARP plan. We are now in a 30-day public comment period. This is the third opportunity of four. The public comment was formerly opened. Questions will be addressed at a later time. F. Redwine-Otieno asked about cooperative housing for people above a certain income level. R. Kraut said she was fully supportive of the original plan. S. Crouse said the lack of accountability on the landlords still bothers them. A. Patino shared in the chat her previous public comments. K. Wyatt voiced concerns that there was a process deciding to use this money on creating affordable housing, and now it has changed. J. Cannon asked how all of this change came about. Was there land and developers available to make those permanent units? S. Stumbaugh highlighted the importance of accessible affordable housing. J. Mogensen reminded people of the importance of time and taxes. Z. Fosler said he feels conflicted over this, but there is an immediate need for emergency rental assistance. D. Kelly said it is a balancing act of short-term and long-term needs. J. Little said these are one-time funds and something permanent would take advantage of it. J. Hieftje said when the economy is not good, we are going to need to have that longer term build.
3:50pm	9. Coordinated Entry System (CES) Updates: a. HAWC Call Center May and June Data – *Andrew Kraemer, OCED* Agency Updates – *Morghan Boydston, OCED* A. Kraemer shared his screen with the HAWC Call Center data. M. Boydston updated that Veronica Brandon moved back over to her original work so now I am overseeing the HAWC Call Center. Email the HAWC email hawc@washtenaw.org, not me. County has brought on additional 6 case managers for folks in hotels. b. HAWC Individual Assessment Agency – *Dan Kelly, Shelter Association of Washtenaw County (SAWC)* D. Kelly said they are primarily doing same day or next day assessments now. Walk-ins going well at Delonis. c. HAWC Family Assessment Agency – *Rhonda Weathers, SOS Community Services* R. Weathers said the money has run out. Assessments completed but waiting for money to resolve them.

	d. HAWC Prevention Assessment Agency – *Rhonda Weathers and Kara Painter, SOS Community Services* e. Housing Assessment and Resource Agency (HARA) – *Morghan Boydston, OCED* M. Boydston said there are funds that will be available to community but they are already basically accounted for. f. Oversight & Evaluation Committee– *Kristin Kunes, OCED* ESG Community Standard and Prevention Data Committee Charter K. Kunes said starting on page 28 in the Board Packet gives background on why we are having a dialogue on our ESG community standard. Meeting next on August 14th to discuss if we will make a change. Charter was created to make all of our committees clear, their roles, and membership.
4:10pm	10. All Membership Meeting Recap – *Kristin Kunes, OCED* a. Governance Charter Changes b. Compensation Plan: CoC Membership Fee c. State Action Plan and USICH Plan: Objectives and Measurable Outcomes K. Kunes said Mentimeter was used at the All Membership meeting to get feedback polls. Changes to the Governance Charter have been finalized. On page 80 of Board Packet. Chair terms were changed to two years. We have been discussing a Compensation Plan for people with lived experience. J. Mogensen discussed a program where they were able to give cash stipends. R. Kraut said the Health Department regularly pays folks $25/hour. We can provide our information. K. Kunes pointed to page 89 in the packet where other CoC's policies are included for us to look at. K. Hoener said we compensate at Community Mental Health, too. We can provide our information, too. K. Kunes asked for thoughts on charging CoC agencies $25/year. Z. Fosler wondered about the county paying for it over agencies who are doing the work with limited budgets. M. Boydston said there would be less bureaucracy if the funding came from this group, as opposed to the county structure. Detroit did $15-20 per agency. K. Kunes said having something flexible outside of the grant was the thought. D. Kelly added that he is supportive of the nominal fee. A. Patino said we would need to identify an organization to pay folks. If WHA isn't the best fit for that, we are happy to. K. Kunes said yes, we will need a conversation on who would administer it. K. Hoener said she has been a part of a tiered system, larger contributions for larger organizations. J. Hieftje said I like that idea.

	K. Kunes said I will create an Action Item for September with vetted options. Expect to have more to read and consider in the next Board Packet. Topics were selected at the All Membership meeting for our priorities for the State Action Plan and USICH Plan. If you have thoughts on how our CoC would prioritize these goals, let me know. D. Kelly said to look at what advocacy we are doing around eviction prevention work and affordable housing. We need to look at overall system funding if we are allocated that funding to these. A. Patino said in light of HOME-ARP, if we are committed to this, then it should guide decision making with allocation. J. Mogensen said we have those basic priorities and a certain amount of money. It is hard to make community impact if there is not enough money.
4:40pm	11. HUD CoC Notice of Funding Opportunity (NOFO) – *Andrew Kraemer, OCED* A. Kraemer said HUD released the CoC Funding Opportunity. Each year we apply as a community for the funds. We will apply for $450,000 in bonus projects this year. On Thursday at 10am this will be discussed. Email me for the invite!
4:50pm	12. Public Comment J. Hiefje said Renee and I are hoping for someone to replace us. We are happy to give anyone a lesson on this position. R. Smith said don't be scared. We will give you a lot of support.
5:00pm	13. Adjournment

Key Terms

FRT: Funding Review Team

ESG: Emergency Solutions Grant

ARP: American Rescue Plan

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ACTION ITEM SUMMARY

CONTINUUM OF CARE (CoC) BOARD | September 20, 2023

Approve Ranking Policies for CoC Program Funding Competition

Annually, HUD releases a Notice of Funding Opportunity (NOFO) to communities for the CoC Program. Community agencies have the opportunity to apply for renewal funding, as well as expansion or bonus projects within the parameters of the funds. The Funding Review Team (FRT) reviews project applications and ranks them according to their score (determined by their performance the CoC Board-approved project rubric) and the community's NOFO Ranking Policy. The Ranking Polices are used each year as part of the CoC Program Funding Competition to prioritize all of our CoC projects, including both existing projects and bonus projects. It's a way for our community to decide what our priorities are for addressing homelessness in Washtenaw County. On July 27th, the Office of Community and Economic Development (OCED) held an open community meeting to discuss this year's NOFO Ranking Policy. More than 10 community members participated in the discussion. As a result of the discussion, two updates were made to the 2022 NOFO Ranking Policy (included in Board packet).

1. For CoC Bonus projects this year, the community decided to accept applications for Coordinated Entry projects in addition to PSH. For the second year in a row, Coordinated Entry bonus projects will be ranked above PSH bonus projects. No existing projects are impacted by this change.
2. For the DV Bonus Projects, the community also recommended ranking Coordinated Entry projects before Rapid Re-Housing Projects.

Current Action Needed:

Approve the 2022 CoC NOFO Ranking Policy.

Motion:

The CoC Board approves the 2022 CoC NOFO Ranking Policy.

Approve Funding Review Team Recommendations for the Notice of Funding Opportunity (NOFO) FY22-23 CoC Program Funding Competition

On July 5, 2023, HUD published the Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2023 Continuum of Care (CoC) Program Competition. HUD requires that the local CoC Board ensure the review, selection, and ranking of each renewal and new project, including those created through reallocation, and any bonus projects. This process is completed by the Funding Review Team (FRT), a standing subcommittee of the CoC. The 2023 CoC Funding Report included in the CoC Board Packet outlines the process undertaken to review, score, and rank renewal projects, as well as to select new (reallocation and/or bonus) project applications. This process led to the recommendations submitted to the CoC Board for approval by the FRT, as explained in the report.

The CoC Program funds permanent housing projects. This year, it will provide up to $6,894,182 in funding for Renewal Projects. As in past years, HUD requires the renewal projects to be ranked in two tiers. The first tier includes this funding for renewal projects, including any reallocations. All previously CoC-funded projects were recommended for renewal by the FRT. In addition to renewing currently funded projects, this year's NOFO provided an opportunity for all communities to submit one or more 'Bonus' project applications. The Washtenaw County CoC is eligible to apply for up to $482,593 in Bonus project funding.

Two bonus project applications and one DV bonus application were submitted for review by the FRT. Along with regular bonus, CoCs are also able to apply for a bonus project to specifically serve domestic violence survivors. Washtenaw County CoC is eligible to apply for up to $222,407 in DV Bonus funding. One application was received for DV Bonus funding. Further, the NOFO allows CoCs to apply for a non-competitive Planning Grant in the amount of 3 percent of the ARD ($200,631 for Washtenaw County). This non-competitive grant funds activities related to coordinating the CoC and is not ranked within the tiered system. The 2023 CoC Funding Report outlines the submitted bonus projects and which projects were selected to move forward and at what amount. The report also displays the project rankings per the 2023 Ranking Policies.

The Board is also asked to approve the 2023 CoC Consolidated Application, prepared by OCED on behalf of the CoC. The CoC application is due to HUD on September 30th.

Current Action Needed:

Approve the FRT's recommendations for the CoC Funding Competition.

Motion:

The CoC Board approves the FRT's recommendations for the CoC Funding Competition.

Approve New CHP Prioritization Policy

The Community Housing Prioritization (CHP) committee is tasked with allocating our limited permanent housing resources to eligible households. Generally, the goal is to make sure that resources are first offered to those with the highest acuity and vulnerability. To make sure that we are consistently and fairly allocating these resources, the CHP committee follows a prioritization policy that details what objective criteria will be used to determine who is offered a housing resource when it becomes available.

The draft policy submitted for approval today has been workshopped by the CHP committee and informed by feedback from the wider CoC. Upon approval, it will be used in CHP meetings going forward.

Current Action Needed:

Approve the CHP Prioritization Policy update for 2023.

Motion:

The CoC Board approves the CHP prioritization policy update for 2023.

Approve a Compensation Plan for People with Lived Experiences of Homelessness

Washtenaw County Continuum of Care (CoC) has sought measures to intentionally and ethically engage People with Lived Experience of Homelessness (PLEH) at all levels of decision-making and system planning. The CoC has had representation at statewide initiatives, held local focus groups, and begun restructuring the CoC's governing bodies and committees to increase accessibility with PLEH in mind. Less important but notable is the emphasis federal and state funders are placing on compensation and engagement strategies of PLEH in grant applications. To that end, this topic was surfaced at the May CoC All Membership Meeting to collaborate on a response to the Michigan State Housing Development Authority's Emergency Solution Grant (ESG) Application for the Fiscal Year 2023-2024. Washtenaw County CoC was asked to answer "How does the CoC ensure persons with lived experience of homelessness are compensated for their time engaged with CoC meetings, subcommittees, etc.?" In that application, Washtenaw County CoC committed to developing said plan with the support of the CoC Board. The drafted Proposal dedicates a Funding Source to adequately compensate PLEH and a Task Force that will be responsible for the creation of a PLEH Compensation Policy.

Current Action Needed:

Approve the Funding Source and create a new Task Force responsible for developing the PLEH Compensation Policy

Motion:

The CoC Board approves the Funding Source and creates a new Task Force responsible for developing the PLEH Compensation Policy

Washtenaw County Continuum of Care

2023 Funding Competition Process:

Ranking, Project Priority Listing, & New Project Applications

WASHTENAW COUNTY MICHIGAN 1826

OFFICE OF COMMUNITY &
ECONOMIC DEVELOPMENT

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[1], 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)

[1] 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: $334,386							
Populations Served	Total Units	Rental Assistance	Supportive Services	Admin	Subtotal (Funding Request)	Match	Grand Total
SOS Community Services—Coordinated Entry ***Submitted project would fund staffing for a new coordinated entry system***							
All	N/A	N/A	$442,593	$40,000	$482,593	$120,649	$603,242
Avalon Housing—PSH Singles Expansion ***Submitted project would expand a current 22-unit PSH project serving Chronically Homeless Individuals***							

Chronic Individuals	20 New (64 existing)	$13,836	$130,000	$14,384	$158,220	$39,555	$197,775

DV RRH Bonus Projects Total funding Available: $206,469							
Populations Served	Total Units	Rental Assistance	Supportive Services	Admin	Subtotal (Funding Request)	Match	Grand Total
SOS Community Services—RRH for Families DV Bonus ***Submitted project would expand a current 20unit RRH project serving DV Survivors***							
DV Survivors	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	16	SOS	SOS RRH for Families	$2,009,882
				TIER 1 TOTAL	**$ 6,411,589**
2	Renewal	16	SOS	SOS RRH for Families	$482,593
	COC Bonus	17	SOS	SOS Coordinated Entry	$338,209
	CoC Bonus	18	Avalon	PSH Singles Expansion	$144,384
	DV Bonus	18	SOS	RRH for Families DV Bonus	$222,407
				TIER 2 TOTAL	**$ 1,187,593**
				Grand Total	**$ 7,599,182**

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

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:

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:

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

PROJECT SCORE: / 83 points; %

Agency:

Project: Project Type:

Total Award:

Leasing/Rental Assistance: Supportive Services:

Operating Costs: HMIS: Admin:

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. **Project Outcomes:** Project earned at least **60% of available points**. Projects scoring between 20%-60% must submit a CAP; below 20% will not be considered for funding.	
2. **Compliance:** Project earned at least **70% of available points.** Projects scoring between 50% -70% must submit a CAP; below 50% will not be considered for funding.	
3. **HMIS Data Quality:** Project earned at least **85% of available points.** Projects scoring between 55%-85% will need to submits a CAP; below 55% will not be considered for funding.	

SECTION 2 – PROJECT OUTCOMES

All

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

SECTION 3 – CONSUMER FEEDBACK

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

SECTION 4 – COMPLIANCE			
Criteria	**Scoring**	**Agency Rate**	**Score**
Does the agency have any unresolved monitoring or audit findings from any HUD Grants (including ESG)? *This question includes subgrantees, if any*	No, no findings = 5 Findings w/ Corrective Action Plan (CAP) Submitted= 3 Findings, No CAP= 0		**/5**
Has the agency expended all funds on this grant?	90-100%=5 85% -89%=3 84% and below = 0		**/5**
Does the agency have outstanding obligations to HUD in arrears or for which a payment schedule is not agreed upon?	No=5 Yes=0		**/5**
Has the agency submitted any late Annual Performance Reports to HUD in the past 3 years?	0-1 late APRs = 5 2-3 late APRs = 0		**/5**
SUBTOTAL: Compliance			**/20**

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.	**/6**

OPTIONAL BUDGET NARRATIVE:

SECTION 6 – HMIS DATA QUALITY

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

Reviewer Notes and Comments

Appendix: Project Outcome Calculations

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

E) Cost Effectiveness $\left[\frac{Supportive\ Services\ \$\ Total}{\text{\# of Stayers + \# of exits to PH}}\right]$	*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
										Total	**$6,894,182**
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** *(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 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 (Category2)
    - 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. Late submissions will not be reviewed.**
- Please contact 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

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

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

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 1) experience/expertise serving as the coordinated entry 2) working with and supporting service providers
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.
C. 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.
D. 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.
E. Have any of your agency's HUD funded programs (including ESG) received a HUD audit in the last 12 months? ☐ Yes ☐ No If yes, were there any findings from the audit? ☐ Yes ☐ No If yes, please describe the findings & your agency's corrective actions to satisfy the findings & attach a copy of the corrective action plan that you submitted to HUD or OCED.
F. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? ☐ Yes ☐ No If Yes, describe the details of unresolved monitoring or audit findings & steps that will be taken to resolve.

G. Have you returned any funds to HUD on any existing grants in the last two years?

☐ Yes ☐ No

If yes, how much has been returned?

What is the reason that the funds have been returned?

H. 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?

III. PROJECT DESCRIPTION (40 points)

A. 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 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.

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.

The description must be consistent with other parts of this application & identify **in 2000 characters or less (spaces included)**:

- Current gaps or needs that this project will address
- The specific services that will be provided & how service providers will access them
- Projected outcomes
- Coordination with partners
- Project timeline

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

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.
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:	

Appendix B

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	This component is concerned with the applicant's level of experience and capacity in delivering housing and supportive services for homeless clients. **<u>Suggested scoring scale:</u>** For maximum points (=20), application must strongly demonstrate the following qualities: • 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. • Clear and concrete examples of how applicant has identified and addressed target population's housing and service needs • If it is a joint application, role of each partner is clearly described and delineated • Applicant agency has a strong management and coordination structure along with an adequate financial accounting system to administer the grant • 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') 13-19 points: • Adequate description and demonstration of above criteria with good examples given to support content. • 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. 7-12 points:	___/20

	• 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. • Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation. 0-6 points: • Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims. • No clear role / responsibilities when it comes to joint applications • Where there are outstanding obligations to HUD or audit concerns, applicant did not provide any corrective action plan or explanation. Comments:	
III (A-G): PROJECT DESCRIPTION	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. ***Suggested scoring scale:*** For maximum points (=40), application must strongly demonstrate the following qualities: • Project description is clear, complete, and concise and addresses the entire scope of the project. • 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. • Has a sound plan for executing the grant agreement and beginning rental assistance within 12 months of the award. • Project has strong capacity for prioritizing persons with the most severe needs. • Project has a clear advertisement strategy for reaching those with the highest barriers to assistance 30-39 points: • Project description is generally comprehensive with 1-2 areas that require clarification. • Pointers highlighted in question III(A) are mostly addressed. • Plan for implementing project within 12 months can be clearer. • Project can be more explicit in its description of advertisement strategy 10-29 points: • Project description can be more comprehensive and there were more than 3 areas requiring further clarification. • Pointers highlighted in question III(a) are not addressed adequately. • Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award. • Weak demonstration of project's advertisement strategy 0-9 points: • Lack of clarity in overall project description with some pointers not addressed at all. • Responses have little or no consistency with other parts of the application. • There are serious doubts that project would be ready to implement in a timely manner.	___/40

	• Project is not aligned with HUD's goals advertising to those with the highest barriers to assistance. Comments:	

<table>
<tr><td>IV : COMMITMENT TO HOUSING FIRST</td><td>This component is concerned with the project's alignment and commitment to the Housing First approach to homeless assistance.
<u>Suggested Scoring Scale:</u> For maximum points (=10), application must strongly demonstrate the following qualities:
• Applicant must clearly describe past experience with the Housing First approach
• Current project design is aligned with Housing First Principles (refer to Appendix A of the application (page 18), including:
o Client participation in services is not a prerequisite for housing placement
o Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)
o Services are provided as per client's choice and discretion
4-9 points:
• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.
• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.
0-3 points:
• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.
Comments:</td><td>___/10</td></tr>
<tr><td>VIII: PARTNERING AND COMMITMENT TO COORDINATED ENTRY</td><td>This component is concerned with applicant agency's commitment to working collaboratively within the Continuum of Care.
<u>Suggested Scoring Scale:</u> For maximum points (=5), applicant must strongly demonstrate the following qualities:
• Description indicates a strong commitment towards collaboration with CoC partners and concrete efforts to start/maintain this in the proposed project.
• Strong indication of commitment to coordinated entry to maximize resources and avoid duplication.
4-9 points:
• 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.
0-3 points:
• Description is vague and indicates little or no commitment towards partnership or the coordinated entry process.
Comments:</td><td>/10</td></tr>
</table>

IX: BUDGET DETAIL	This component is concerned with the budgeting aspects of the proposed project. ***Suggested scoring scale:*** For maximum points (=20), application must strongly demonstrate the following qualities: • 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. • New projects can request 1 year of funding with up to an 18-month initial grant term. • Quantity descriptions clearly identify what is included in the requests and are in line with project requirements. • Clear indication of potential additional funding sources that are committed to this project. 14-19 points: • Budget charts are generally filled out in a logical and coherent manner with minor areas requiring clarification. • Quantity descriptions are adequate but may have some inconsistency with overall project requirements. 7-13 points: • Some errors in budget charts, including calculation errors. • Quantity descriptions are unclear and most parts are lacking in logic and connection to the overall application. 0-6 points: • Budget charts are unclear on the whole and lacking in logic and connection to the overall application; multiple calculation errors. • Overall responses provided indicate poor adherence to the specific requirements in each section. Comments:	___/20

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** *(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 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 3rd 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. ***Please note****: Projects that have not completed a full calendar year will be EXEMPT from this threshold.*		
THRESHOLD DESCRIPTION	**OUTCOME PERCENTAGE**	**THRESHOLD MET** (YES/NO/EXEMPT)
Program Outcomes: Project attained above **60**% of the total score possible. If not, projects scoring between 20-60% will need to submit a CAP and below 20% will not considered for funding.	%	
Compliance: Project attained above **70**% of the total score possible. If not, projects scoring between 50-70% will need to submit a CAP and below 50% will not considered for funding.	%	
HMIS Compliance & Data Quality: Project attained above **85**% 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
A) Occupancy/Average Bed Utilization Rate $\left[\frac{\text{Total no. of } \textbf{households} \text{ served}}{\text{Total no. of } \textbf{projected units}}\right]$ X 100%	90%
B) Retention of Permanent Housing or Movement to Other Permanent Housing $\left[\frac{\text{No. of stayers + No. of leavers exiting to PH types}}{\text{Total no. of persons served}}\right]$ X 100%	90%
C) Leavers and Stayers at Annual Assessment with one or more type of Health Insurance (de-duplicated) (includes Medicaid, Medicare, VA Insurance) $\left[\frac{Total\ no.\ of\ (L+S)\ with\ HI}{\text{Total no. of Adults with Annual Assessments and Adult Leavers}}\right]$ X 100%	60%
D) Employment Rate for Leavers and Stayers at Annual Assessment $\frac{Total\ no.\ of\ Adult\ (L+S) with\ earned\ Y}{\text{Total no. of Adults served}}$ X 100%	20%
E) Leavers and Stayers at Annual Assessment who maintained or increased total income (earned + non-employment income) $\left[\frac{Total\ no.\ of\ Adults\ (L+S) who\ maintained\ or\ \uparrow Total\ Y}{\text{Total no. of Adults served}}\right]$ X 100%	60%

RAPID RE-HOUSING PROJECT OUTCOMES

CRITERIA	STANDARD
A) Exit to Permanent Housing Destinations $\left[\frac{\text{No. of leavers exiting to PH types}}{\text{Total no. of leavers served}}\right]$ X 100%	80%
B) Leavers with Health Insurance (includes Medicaid, Medicare, VA Insurance) $\left[\frac{No.\ of\ leavers\ with\ HI}{\text{Total no. of leavers served}}\right]$ X 100%	60%
C) Employment Rate for Leavers $\frac{No.\ of\ Adult\ leavers\ with\ earned\ Y}{\text{Total no. of Adult leavers served}}$ X 100%	20%
D) Leavers who maintained or increased total income (earned + non-employment income) $\left[\frac{No.\ of\ Adult\ leavers\ who\ maintained\ or\ \uparrow Total\ Y}{\text{Total no. of Adult leavers served}}\right]$ X 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. Late submissions will not be reviewed.**
- Please contact 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

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

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? ☐ Yes ☐ No If yes, were there any findings from the audit? ☐ Yes ☐ 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)?

☐ Yes ☐ No If Yes, describe the details of unresolved monitoring or audit findings & steps that will be taken to resolve.
O. Have you returned any funds to HUD on any existing grants in the last two years? ☐ Yes ☐ No If yes, how much has been returned? What is the reason that the funds have been returned?
P. 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?

VII. PROJECT DESCRIPTION (20 points)

I. 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)**:

- If expansion project, how the application will expand units, beds, services, persons served
- 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 (current & expansion units for expansion projects)
- 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
- Project timeline – when units will be developed or leased-up
- HMIS implementation

- How the project will leverage or deliver Medicaid services to participants

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. *Only answer the expanded activities that apply to your project as answered in part I.2.b of this application.*

2. **Increase the number of homeless persons served:** Indicate why & how your project is proposing to increase the number of served

3. **Provide additional supportive services to homeless persons:** 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

4. **Bring existing facilities up to state/local gov. health & safety standards:** Describe how the project is proposing to bring the existing facility or facilities up to state/local government health & safety standards

5. **Replace the loss of non-renewable funding:** 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		$		
Total				

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

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:	

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

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	This component is concerned with the applicant's level of experience and capacity in delivering housing and supportive services for homeless clients. **Suggested scoring scale:** For maximum points (=15), application must strongly demonstrate the following qualities: • 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. • Clear and concrete examples of how applicant has identified and addressed target population's housing and service needs • If it is a joint application, role of each partner is clearly described and delineated • Applicant agency has a strong management and coordination structure along with an adequate financial accounting system to administer the grant • 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') 10-14 points: • Adequate description and demonstration of above criteria with good examples given to support content. • 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. 5-9 points: • 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. • Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation. 0-4 points: • Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims. • No clear role / responsibilities when it comes to joint applications • Where there are outstanding obligations to HUD or audit concerns, applicant did not provide any corrective action plan or explanation. Comments:	___/15
	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.	___/20

III (A-G): PROJECT DESCRIPTION	***Suggested scoring scale:*** For maximum points (=20), application must strongly demonstrate the following qualities: • Project description is clear, complete, and concise and addresses the entire scope of the project. • 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. • Has a sound plan for executing the grant agreement and beginning rental assistance within 12 months of the award. • For expansion projects, application clearly explains why the expanded activity is needed and how it will be implemented. • 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. • Project has strong capacity for prioritizing persons with the most severe needs. • 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. 14-19 points: • Project description is generally comprehensive with 1-2 areas that require clarification. • Pointers highlighted in question III(A) are mostly addressed. • Plan for implementing project within 12 months can be clearer. • Project can be more explicit in its description of how chronic and vulnerable homeless persons are prioritized. 7-13 points: • Project description can be more comprehensive and there were more than 3 areas requiring further clarification. • Pointers highlighted in question III(a) are not addressed adequately. • Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award. • Weak demonstration of project's capacity to prioritize chronic and vulnerable homeless persons. 0-6 points: • Lack of clarity in overall project description with some pointers not addressed at all. • Responses have little or no consistency with other parts of the application. • There are serious doubts that project would be ready to implement in a timely manner. • Project is not aligned with HUD's goals of prioritizing chronic and vulnerable homeless persons. Comments:	

IV : COMMITMENT TO HOUSING FIRST	This component is concerned with the project's alignment and commitment to the Housing First approach to homeless assistance.
	<u>Suggested Scoring Scale:</u> For maximum points (=10), application must strongly demonstrate the following qualities:
	• Applicant must clearly describe past experience with the Housing First approach
	• Current project design is aligned with Housing First Principles (refer to Appendix A of the application (page 18), including:
	    o Client participation in services is not a prerequisite for housing placement
	    o Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)
	    o Services are provided as per client's choice and discretion
	4-9 points:
	• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.
	• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.
	0-3 points:
	• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.
	Comments:
		___/10

V: (A-I) SUPPORTIVE SERVICES FOR PARTICIPANTS	This component is concerned with project's capacity to render participants with the appropriate supportive services crucial for obtaining and sustaining permanent housing outcomes. ***Suggested Scoring Scale:*** For maximum points (= 25), application must strongly demonstrate the following qualities: • Very clear and comprehensive description of how project assists participants in obtaining and remaining in permanent housing. • 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. • 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.). • Detailed, coherent and well-thought through "Supportive Services Type and Frequency Chart" that is feasible for implementation. 16-24 points: • Adequate description of how project functions to assist clients in obtaining and maintaining permanent housing. • Overall, project demonstrates ability to meet above criteria to a large extent, however some of the responses are lacking in detail or clarity. • "Supportive Services Type and Frequency" Chart is adequately filled up with some areas of doubt. 6-15 points: • 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. • Limited description of how applicant has acknowledged clients' barriers to access and sought to minimize them. • "Supportive Services Type and Frequency" Chart raises doubts for implementation. 0-5 points: • 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. • Proposed supportive services do not take into account client's potential barriers to access. • "Supportive Services Type and Frequency Chart" does not match applicant agency capacity and is not feasible for implementation. Comments:	___/25

VI: LANDLORD ENGAGEMENT *(APPLIES TO SCATTERED-SITE PROJECTS ONLY)*	This component is concerned with applicant agency's engagement efforts with landlords towards increasing affordable housing availability. ***(Applies to scattered-site projects only)*** ***<u>Suggested Scoring Scale:</u>*** For maximum points (=5), applicant must strongly demonstrate the following qualities: • A clear description of applicant's outreach and engagement efforts with landlords is provided. • There is strong evidence of an ongoing positive relationship and communication with landlords that enhances their participation. 2-4 points: • Lack of clarity in description provided. • Limited evidence of an ongoing positive relationship and communication with landlords. 0-1 point: • Little or no consideration for outreach to and engagement with landlords. • No evidence of relationship and communication with landlords. Comments:	___/5
VII: COMMITMENT TO AFFORDABLE HOUSING PLAN *(APPLIES TO PROJECT-BASED PROJECTS ONLY)*	This component is concerned with applicant agency's commitment to the community's Affordable Housing Plan – Housing Affordability and Economic Equity – Analysis. ***(Applies to project-based projects only)*** ***<u>Suggested Scoring Scale:</u>*** For maximum points (=5), applicant must strongly demonstrate the following qualities: • Clear and comprehensive description of how the project's location and design aligns with the *Housing Affordability and Economic Equity Analysis.* 2-4 points: • Lack of clarity in description provided. • Limited alignment with *Housing Affordability and Economic Equity Analysis.* 0-1 point: • No evidence of alignment with *Housing Affordability and Economic Equity Analysis.* Comments:	___/5

VIII: PARTNERING AND COMMITMENT TO COORDINATED ENTRY	This component is concerned with applicant agency's commitment to working collaboratively within the Continuum of Care. ***Suggested Scoring Scale:*** For maximum points (=5), applicant must strongly demonstrate the following qualities: • Description indicates a strong commitment towards collaboration with CoC partners and concrete efforts to start/maintain this in the proposed project. • Strong indication of commitment to coordinated entry to maximize resources and avoid duplication. 2-4 points: • 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. 0-1 point: • Description is vague and indicates little or no commitment towards partnership or the coordinated entry process. Comments:	/5
IX: BUDGET DETAIL	This component is concerned with the budgeting aspects of the proposed project. ***Suggested scoring scale:*** For maximum points (=20), application must strongly demonstrate the following qualities: • 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. • New projects can request 1 year of funding with up to an 18-month initial grant term. • Quantity descriptions clearly identify what is included in the requests and are in line with project requirements. • Clear indication of potential additional funding sources that are committed to this project. 14-19 points: • Budget charts are generally filled out in a logical and coherent manner with minor areas requiring clarification. • Quantity descriptions are adequate but may have some inconsistency with overall project requirements. 7-13 points: • Some errors in budget charts, including calculation errors. • Quantity descriptions are unclear and most parts are lacking in logic and connection to the overall application. 0-6 points: • Budget charts are unclear on the whole and lacking in logic and connection to the overall application; multiple calculation errors. • Overall responses provided indicate poor adherence to the specific requirements in each section. Comments:	___/20

OVERALL COMMENTS:

APPLICATION FOR NEW PERMANENT HOUSING PROJECTS SERVING DOMESTIC VIOLENCE SURVIVORS

WASHTENAW COUNTY CONTINUUM OF CARE 2023

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 (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 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 3rd 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
A) Exit to Permanent Housing Destinations $\left[\frac{\text{No. of leavers exiting to PH types}}{\text{Total no. of leavers served}}\right]$ x 100%	80%
B) Leavers with Health Insurance (includes Medicaid, Medicare, VA Insurance) $\left[\frac{\textit{No. of leavers with HI}}{\text{Total no. of leavers served}}\right]$ x 100%	60%
C) Employment Rate for Leavers $\frac{\textit{No. of Adult leavers with earned Y}}{\text{Total no. of Adult leavers served}}$ x 100%	20%
D) Leavers who maintained or increased total income (earned + non-employment income) $\left[\frac{\textit{No. of Adult leavers who maintained or } \uparrow \textit{Total Y}}{\text{Total no. of Adult leavers served}}\right]$ x 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. ***Please note:** Projects that have not completed a full calendar year will be EXEMPT from this threshold.*		
THRESHOLD DESCRIPTION	**OUTCOME PERCENTAGE**	**THRESHOLD MET** (YES/NO/EXEMPT)
Program Outcomes: Project attained above **60**% of the total score possible. If not, projects scoring between 20-60% will need to submit a CAP and below 20% will not considered for funding.	%	
Compliance: Project attained above **70**% of the total score possible. If not, projects scoring between 50-70% will need to submit a CAP and below 50% will not considered for funding.	%	
HMIS Compliance & Data Quality: Project attained above **85**% 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. Late submissions will not be reviewed.**
- Please contact 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:**

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		

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

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

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

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, & carrying out the activities of the project. Be sure to provide concrete examples that illustrate: 1) experience/expertise with renting units, operating rental assistance, & providing supportive services similar to the activities proposed in the applications, including number of clients currently served that are survivors –AND– 2) working with & addressing the target population's identified housing & service needs –AND– 3) past performance in permanent housing programs related to serving survivors (e.g. permanent housing placement and retention)
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.
S. Describe how the applicant and subrecipient, if any, addresses safety planning and client choice in compliance with the Violence Against Women Act (VAWA).
T. Describe applicant and subrecipient (if any) experience with confidentiality and record keeping requirements outlined in VAWA.
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).
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.

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? ☐ Yes ☐ No If yes, were there any findings from the audit? ☐ Yes ☐ 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)? ☐ Yes ☐ 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? ☐ Yes ☐ 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.

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 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.

[redacted]	**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						

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.

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		$		
Total				

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)?

XXII. 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:	

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

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

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	This component is concerned with the applicant's level of experience & capacity in delivering housing & supportive services for homeless clients. **Suggested scoring scale:** For maximum points (=15), application must strongly demonstrate the following qualities: • Clear description (backed with concrete examples) of experience with renting units, operating rental assistance & providing supportive services with concrete examples of how applicant has identified & addressed target population's housing & service needs. • Concrete example of level of need for this population & description of data sets/sources used to understand the need. • Clear description of experience executing requirements of the Violence Against Women Act (safety planning, confidentiality & record keeping requirements). • Concrete examples of providing holistic services to DV survivors & a description of key partnerships & their role in the success of program participants, especially partnering with DV providers if applicant is not a DV provider. • Clear description of applicant & subrecipient (if any) experience in collecting all required HUD data elements & generating required reports, as well as the infrastructure that ensures these requirements are met. • DV providers must use data from an HMIS-comparable database. • If it is a joint application, role of each partner is clearly described & delineated • Applicant agency has a strong management & coordination structure along with an adequate financial accounting system to administer the grant. • If a current recipient of CoC or other forms of federal funding, there are no outstanding obligations to HUD, no unexpended funds & no detrimental audit findings. (i.e. answers to questions IIK-N must be 'No'). 10-14 points: • Adequate description & demonstration of above criteria with good examples given to support content. • 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. 5-9 points: • Above criteria are not fully or clearly met. Some attempt to provide examples to demonstrate (i) & (ii) but they are not always aligned with what is proposed in the application. • Where there are outstanding obligations to HUD or audit issues, applicant did not provide an adequate corrective action plan or explanation. 0-4 points: • Lack of clarity in demonstration of most of stated criteria. No concrete examples were provided to support claims.	___/15

	• No clear role/responsibilities when it comes to joint applications • Where there are outstanding obligations to HUD or audit concerns, applicant did not provide <ins>any</ins> corrective action plan or explanation. Comments:	
III (A-E): PROJECT DESCRIPTION	This component is concerned with the scope of the proposed project, its goals & the means in which the desired outcomes are to be realized. ***<ins>Suggested scoring scale:</ins>*** For maximum points (=20), application must strongly demonstrate the following qualities: • Project description is clear, complete, concise, & addresses the entire scope of the project. • Clearly addresses the target population/ community to be served & how applicant plans to go about meeting assessed needs. All pointers that are highlighted in the application are fully addressed. • Has a sound plan for executing the grant agreement & beginning rental assistance within 12 months of the award. • Project has strong capacity for prioritizing persons with the most severe needs. • 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. • If not a DV provider, applicant describes a clear partnership with a DV provider 14-19 points: • Project description is generally comprehensive with 1-2 areas that require clarification. • Pointers highlighted in question III(A) are mostly addressed. • Plan for implementing project within 12 months can be clearer. • Project can be more explicit in its description of how chronic and vulnerable homeless persons are prioritized. 7-13 points: • Project description can be more comprehensive and there were more than 3 areas requiring further clarification. • Pointers highlighted in question III(A) are not addressed adequately. • Timeline for implementation within 12 months is questionable and it is unlikely that project would be ready within 12 months of receiving award. • Weak demonstration of project's capacity to prioritize chronic and vulnerable homeless persons. 0-6 points: • Lack of clarity in overall project description with some pointers not addressed at all. • Responses have little or no consistency with other parts of the application. • There are serious doubts that project would be ready to implement in a timely manner. • Project is not aligned with HUD's goals of prioritizing chronic and vulnerable homeless persons. Comments:	___/20

IV : COMMITMENT TO HOUSING FIRST	This component is concerned with the project's alignment and commitment to the Housing First approach to homeless assistance.
	Suggested Scoring Scale: For maximum points (=10), application must strongly demonstrate the following qualities:
	• Applicant must clearly describe past experience with the Housing First approach
	• Current project design is aligned with Housing First Principles (refer to Appendix A of the application, including:
	    o Client participation in services is not a prerequisite for housing placement
	    o Few, if any, programmatic requirements for entry into housing (e.g. sobriety, minimum income threshold)
	    o Services are provided as per client's choice & discretion
	4-9 points:
	• Description of Housing First approach is weak; no clear indication of past experience in employing this approach.
	• Project design does not fully incorporate Housing First Principles within its service delivery. Not all of the points highlighted in the criteria are referenced.
	0-3 points:
	• No clear evidence that applicant understands or has incorporated Housing First principles within its service delivery approach.
	Comments:
		___/10

V: (A-I) SUPPORTIVE SERVICES FOR PARTICIPANTS	This component is concerned with project's capacity to render participants with the appropriate supportive services crucial for obtaining & sustaining permanent housing outcomes. ***Suggested Scoring Scale:*** For maximum points (= 25), application must strongly demonstrate the following qualities: • Very clear & comprehensive description of how project assists participants in obtaining & remaining in permanent housing. • Project includes a well-thought through plan for individual case management & linkage to mainstream health, social services, and employment resources & benefits where participants meet eligibility criteria. • Supportive services are tailored to the needs of program participants & appropriate measures are in place to reduce barriers to access (e.g. accessible location, relevant type of aid, etc.). • Detailed, coherent & well-thought through "Supportive Services Type & Frequency Chart" that is feasible for implementation. 16-24 points: • Adequate description of how project functions to assist clients in obtaining & maintaining permanent housing. • Overall, project demonstrates ability to meet above criteria to a large extent, however some of the responses are lacking in detail or clarity. • "Supportive Services Type & Frequency" Chart is adequately filled up with some areas of doubt. 6-15 points: • Descriptions & responses to questions are often inadequate & 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. • Limited description of how applicant has acknowledged clients' barriers to access & sought to minimize them. • "Supportive Services Type & Frequency" Chart raises doubts for implementation. 0-5 points: • Descriptions & 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. • Proposed supportive services do not take into account client's potential barriers to access. • "Supportive Services Type & Frequency Chart" does not match applicant agency capacity & is not feasible for implementation. Comments:	___/25

VI: LANDLORD ENGAGEMENT	This component is concerned with applicant agency's engagement efforts with landlords towards increasing affordable housing availability. ***Suggested Scoring Scale:*** For maximum points (=5), applicant must strongly demonstrate the following qualities: • A clear description of applicant's outreach & engagement efforts with landlords is provided. • There is strong evidence of an ongoing positive relationship & communication with landlords that enhances their participation. 2-4 points: • Lack of clarity in description provided. • Limited evidence of an ongoing positive relationship & communication with landlords. 0-2 point: • Little or no consideration for outreach to & engagement with landlords. • No evidence of relationship & communication with landlords. Comments:	___/5

VII: PARTNERING & COMMITMENT TO COORDINATED ENTRY	This component is concerned with applicant agency's commitment to working collaboratively within the Continuum of Care. ***Suggested Scoring Scale:*** For maximum points (=5), applicant must strongly demonstrate the following qualities: • Description indicates a strong commitment towards collaboration with CoC partners & concrete efforts to start/maintain this in the proposed project. • Strong indication of commitment to coordinated entry to maximize resources & avoid duplication. 2-4 points: • Lack of clarity in description; there is indication of commitment towards partnership & the coordinated process but it is not fully demonstrated in the past or in current application. 0-2 point: • Description is vague & indicates little or no commitment towards partnership or the coordinated entry process. Comments:	/5

VIII: BUDGET DETAIL	This component is concerned with the budgeting aspects of the proposed project. ***Suggested scoring scale:*** For maximum points (=20), application must strongly demonstrate the following qualities: • All budget charts are clearly filled out & calculated correctly. Budget requests are clear, logical & consistent with the overall activities proposed in the application. • Projects must be 1-year grant terms only. • Quantity descriptions clearly identify what is included in the requests & are in line with project requirements. • Clear indication of potential additional funding sources that are committed to this project. 14-19 points: • Budget charts are generally filled out in a logical & coherent manner with minor areas requiring clarification. • Quantity descriptions are adequate but may have some inconsistency with overall project requirements. 7-13 points: • Some errors in budget charts, including calculation errors. • Quantity descriptions are unclear & most parts are lacking in logic & connection to the overall application. 0-6 points: • Budget charts are unclear on the whole & lacking in logic & connection to the overall application; multiple calculation errors. • Overall responses provided indicate poor adherence to the specific requirements in each section. Comments:	___/20

OVERALL COMMENTS:

Prioritization Criteria

Excerpt from Coordinated Entry Policies & Procedures

Prioritization Criteria

HUD regulations only allow RRH and PSH programs to serve people who are literally homeless (Category 1) or people who are homeless because they are fleeing domestic violence (Category 4). In addition, HUD mandates that communities prioritize literally homeless households who are chronically homeless (CH) for housing and services. Prioritization is in accordance with *HUD Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons,* which was adopted by the CoC Board 9/13/2017.

Criteria considered to prioritize those with the most need is regarding both the unit and the household.

Unit Criteria

When a permanent housing resource becomes available, eligibility criteria and other information for the specific unit is considered. More specifically, information necessary to inform referrals may include the following:

- Unit size
- Criminal background restrictions
- Accessibility
- Eligibility criteria depending on funding (e.g. FUSE or age restrictions)
- 24/7 on-site staffing (e.g. Miller Manor)

Household Criteria

Currently, CHP Committee first prioritizes literally homeless households who meet the unit criteria for the available permanent housing unit based on the below criteria. If there are no CH households on the housing prioritization list, households are still prioritized based on their VI-SPDAT scores. If there are two or more households within a similar score range, prioritization follows the order shown below. Households that have any of the following may be considered through case conferencing to supersede the VI-SPDAT score to determine prioritization:

- When medical, physical, and/or mental health vulnerability is a safety concern
- Extended stay in emergency shelter and other vulnerabilities as outlined below
- High utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities

When a household's VI-SPDAT score is not reflective of the severity of vulnerabilities, the household may be moved to a place on the CHP list that more accurately reflects their vulnerability and needs. This is decided on a case-by-case basis by a standing CHP subcommittee. The intent of this committee is to build capacity and be more proactive and strategic. Subcommittee members would be able to discuss households more in depth than a full committee would allow, including discussing strategic housing plans. When possible, a Full SPDAT assessment will be used to inform this conversation.

PSH Prioritization (Individuals)

1. **CH status**

2. **VI-SPDAT score (highest to lowest):** Individuals 8+

3. **Medical/physical vulnerability or currently fleeing DV:** Medical or physical status (e.g. assault) makes it impossible for them to stay safely outside or in a shelter

4. **Mental health vulnerability:** Mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter

5. **Length of time homeless:** Priority to those experiencing the longest histories of homelessness, based on the date of VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

PSH Prioritization (Families)

1. **CH status**

2. **Households where a member has a disability**

3. **Households receiving RRH and have been identified for PSH***

4. **VI-SPDAT score (highest to lowest):** Families 9+

5. **Medical/physical vulnerability or currently fleeing DV:** Medical or physical status (e.g. assault) makes it impossible for them to stay safely outside or in a shelter

6. **Mental health vulnerability:** Mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter

7. **Length of time homeless:** Priority to those experiencing the longest histories of homelessness, based on the date of VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

*Due to the PSH resource constraints for families, RRH is used for many families that score in the PSH VI-SDPAT range. These households **will** receive priority for PSH openings BEFORE new clients (regardless of VI-SPDAT assessment scores) as stated in the CHP FAQs. Similarly, **CH** individuals that are receiving RRH, but scored in the PSH range of the VI-SDPAT **may** be prioritized for an open PSH resource as determined by case conferencing.

RRH Prioritization (Individuals)

Individuals that score at least 4 or higher on the VI-SPDAT version 2.0 and who express interest in RRH will be prioritized through the process described below:

1. **Nonchronic Status**
2. **VI-SPDAT*:** Based on the quantity of available units, RRH will be targeted ~~through an equal distribution of~~ to VI-SPDAT scores of 12 and below
3. **Length of time homeless:** Priority to those experiencing the longest histories of homelessness, based on the date of VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

RRH Prioritization (Families)

1. **CH Status**

2. **VI-SPDAT Score:** RRH will be targeted through an equal distribution of VI-SPDAT scores. Clients will be sortied into 3 groups as described below.

3. **Length of time homeless:** Within each group, priority for those experiencing the longest histories of homelessness, based on the initial date of VI-SPDAT and/or additional homelessness history present within HMIS will also be utilized to document this length of time

4. **Unsheltered Status****: Unsheltered sleeping location prioritized over a household in emergency shelter

5. **Medical/Physical vulnerability:** Medical or physical status (e.g. assault) makes it impossible for them to stay safely outside or in a shelter

6. **Mental health vulnerability:** Mental health status (including substance use) makes it impossible for them to stay safely outside or in a shelter

* Based on the quantity of available units, RRH will be targeted through an equal distribution of VI-SPDAT scores. Total family RRH openings each fiscal year will be referred for placement in the following way:

- 1/3 of total openings will be filled by households scoring in the 14-22 range
- 1/3 of total openings will be filled by households scoring in the 9-13 range
- 1/3 of total openings will be filled by households scoring in the 4-8 range

** Families in emergency shelter will get priority for RRH openings over families with a higher VI-SPDAT score who have no connection to an agency – <u>and</u> whose literal homeless status cannot be verified. This does not mean sheltered families always get priority for RRH; it is only for cases where an unsheltered family's homeless status (and eligibility for RRH) cannot be verified.

Hickory Way Non-Chronic Prioritization

1. **Disability**

2. **Age 55+ or with mobility and/or accessibility needs**

3. **Unsheltered Status**

4. **VI-SPDAT 13 and under**

5. **Length of time homeless**

Washtenaw County
Continuum of Care

Compensation Proposal for People with Lived Experience of Homelessness

Background

"People with current or former lived experience and expertise (PLEE) of homelessness have a deep understanding of the realities of their homelessness. The uniqueness of each person's life story, resilience, and journey through homelessness is invaluable. They can serve as compelling and relevant guides to systems of care for building compassion within communities in order to improve systems, services, policies, and practices. They can also help us understand the complex intersectional dimensions of homelessness including, but not limited to, critical challenges, lack of essential resources, difficulties navigating systems, and realistic solutions. More importantly, they can help communities develop a better understanding of the root causes, disparities, and breadth of homelessness. It is critical that communities actively seek opportunities for PLEE to share power at the same table with sector leaders in gap analyses, problem solving discussions, and decision-making processes. Furthermore, engaging PLEE as meaningful partners and decision makers while recognizing their expertise in evaluating, developing, and implementing housing solutions and other processes that affect their lives and communities is a human rights imperative."[1]

Washtenaw County Continuum of Care (CoC) has sought measures to intentionally and ethically engage People with Lived Experience of Homelessness (PLEH) at all levels of decision-making and system planning. The CoC has had representation at statewide initiatives, held local focus groups, and begun restructuring the CoC's governing bodies and committees to increase accessibility with PLEH in mind. Less important but notable is the emphasis federal and state funders are placing on compensation and engagement strategies of PLEH in grant applications. To that end, this topic was surfaced at the May CoC All Membership Meeting to collaborate on a response to the Michigan State Housing Development Authority's Emergency Solution Grant (ESG) Application for the Fiscal Year 2023-2024. Washtenaw County CoC was asked to answer "How does the CoC ensure persons with lived experience of homelessness are compensated for their time engaged with CoC meetings, subcommittees, etc.?" In that application, Washtenaw County CoC committed to developing said plan with the support of the CoC Board.

[1] United States Department of Housing and Urban Development (HUD)'s COVID-19 Homeless System Response: Paying People with Lived Experience and Expertise

Proposal

Dedicate a Funding Source to adequately compensate PLEH and form a Task Force that will be responsible for the creation of a PLEH Compensation Policy.

Funding Source

At the July 19th, 2023 CoC Board Meeting, this topic was discussed. The CoC Board expressed interest and consensus around instituting a Member Agency Fee that would be the proposed funding source for this compensation.

PLEH Compensation Policy Considerations

To implement a compensation plan, Washtenaw County CoC must first create a compensation policy that at a minimum:

- Defines Member Agency and a Fee amount and frequency
- Identifies a Payee for these funds
- Assigns Compensation Payment Method(s): Cash, Money Order, Gift Cards, Checks, ACH transfers (Direct Deposit), Payment Apps (Zelle, Cash App, PayPal, Venmo)
- Develops recruitment and marketing strategies
- Defines "Lived Experience of Homelessness"
- Creates onboarding and training materials for PLEH
- Sets the minimum and maximum number of hours eligible for compensation
- Identifies qualifying meetings/committees/projects for compensation
- Addresses compensation scope/limitations (i.e. Time during meetings, prep between meetings, travel as needed for meetings, etc.)
- Appoints entity(ies) to offer ongoing support and check-ins

Note: Income that exceeds $600 requires an Internal Revenue Service (IRS) form such as a 1099-MISC or W-9.

Resources

- United States Department of Housing and Urban Development (HUD)'s COVID-19 Homeless System Response: Paying People with Lived Experience and Expertise
- Washington State's A Way Home Youth and Young Adult Stipend Policy
- Draft of Detroit CoC's Policy for Providing Equitable Compensation for People with Lived Experience of Homelessness (PWLEH) and the corresponding Youth Compensation Contract from Homeless Action Network of Detroit (HAND)
- Indianapolis CoC's Persons with Lived Experience Management Policy and Lived Experience Compensation Matrix

Why It is Important to Pay People with Lived/Living Experience and Expertise of Homelessness

People with current or former lived experience and expertise (PLEE) of homelessness have a deep understanding of the realities of their homelessness. The uniqueness of each person's life story, resilience, and journey through homelessness is invaluable. They can serve as compelling and relevant guides to systems of care for building compassion within communities in order to improve systems, services, policies, and practices. They can also help us understand the complex intersectional dimensions of homelessness including, but not limited to, critical challenges, lack of essential resources, difficulties navigating systems, and realistic solutions. More importantly, they can help communities develop a better understanding of the root causes, disparities, and breadth of homelessness. It is critical that communities actively seek opportunities for PLEE to share power at the same table with sector leaders in gap analyses, problem-solving discussions, and decision-making processes. Furthermore, engaging PLEE as meaningful partners and decision-makers while recognizing their expertise in evaluating, developing, and implementing housing solutions and other processes that affect their lives and communities is a human rights imperative.

While many leaders across government and private/non-profit sectors recognize the value of utilizing the expertise and power of PLEE to drive transformative change in their communities, there is still much work to be done. Creating community models that inclusively acknowledge and value the agency of PLEE across all decision-making aspects is essential, especially as we collectively work to advance equity and inclusion. As this capacity-building work continues in our communities, it is vitally important that PLEE are appropriately compensated for contributing their time, energy, and valuable expertise. Compensation acknowledges and affirms the contributions of PLEE, addresses inequalities between those who are and those who are not paid to engage in the work, and helps break down barriers to participation. Potential partnership opportunities with PLEE can include:

- Serving as members of governance boards.
- Serving on advisory committees.
- Being employed and performing tasks within homelessness service systems.
- Working as a peer researcher or mentor.
- Serving as a community liaison.
- Speaking at city council and other local elected official meetings.
- Advocating for organizations.
- Helping to evaluate, restructure and implement policy.

When partnering with PLEE, communities should dedicate time and effort to creating opportunities for people to use their voice and power through authentic and transformational processes that avoid tokenism. The first step in this direction is using "person-first language" in all materials and communications, such as "people experiencing homelessness" instead of "homeless people'' or "the homeless."

Approaching Conversations about When and How PLEE Would Like to Be Paid

PLEE may choose to participate in efforts to address homelessness in different capacities and should be compensated accordingly. PLEE have often been expected to donate their time while others around the table are being paid. In creating equitable systems, PLEE must be seen and valued as equal partners who are paid equitably for the work. Compensating PLEE insufficiently or expecting them to volunteer without compensation is inequitable and disrespectful, and it creates financial barriers. Payment should be clearly discussed with PLEE up front before beginning the work. PLEE should also be provided sufficient information related to when and how they prefer to be paid, in addition to potential payment options and specific implications associated with each. This is especially important as PLEE are often anxious about how payments may have tax implications or affect their eligibility for public benefits.

PLEE have varying circumstances and sometimes highly individualized needs and barriers. Building in regular check-ins and creating space and timeshares and/or debriefs are crucial. Thus, a person-centered approach for determining the types of support and needed resources required for participation should regularly be prioritized and considered. It is critical to not make assumptions and to recognize and mitigate biases. Communities, entities, or groups seeking to partner with PLEE should engage with individuals in one-on-one conversations to better understand and more appropriately support their needs.

Transparency and clarity about the assigned task or project, including background information, situational context, and reason(s) for enlisting help, are key to any effective working relationship. The same is true in this relationship: explicitly and transparently articulating the expectations, processes, policies, and practices to PLEE will pave the way to their success. Be intentional in allowing sufficient time for PLEE to ask questions, voice concerns, and understand terms. Communities should designate a point person or a mentor—preferably a person who has experienced homelessness or has worked successfully with PLEE previously—for questions, concerns, support, and regular, respectful check-ins. It is also important that communities convey their intentions beyond the engagement event. In other words, clarity on how the perspectives of PLEE will be used to inform the work, and what the next steps will be after the participation of the PLEE is completed, will help avoid misunderstandings on both ends.

Compensation Considerations

Financial compensation for PLEE's time and expertise must be considered and be similar to others serving in the same capacity. Compensation should also be provided for any training, orientation, and/or capacity-building needed so that individuals feel like they are adequately prepared to contribute and engage in the work. Examples include, but are not limited to, digital literacy for participation via video conferencing, public speaking, facilitation, interviewing skills, administrative skills, board governance, bio drafting for speaking engagements, and media training. Some projects may require specialized or distinctive skill sets, which should be part of a training package as well, if applicable. Time spent by PLEE on preparation for the work (including but not limited to reading background materials, watching videos, pre-work research, etc.) should also be compensated.

Communities and entities should prioritize creating a dedicated budget to adequately compensate individuals for their participation and ensure there are resources and staff support for PLEE. The development of a compensation plan with built-in room for individualization is highly recommended. Communities should ensure that PLEE are included in envisioning and designing the compensation plan.

In addition to adequate compensation, individuals should also receive payment or reimbursement for participation-related costs which may include, but are not limited to:

- Transportation and other travel costs
  - Public transportation
  - Rideshare fees
  - Air travel
- Lodging accommodations
- Meals
- Childcare costs when applicable
  - Childcare or child-friendly meeting spaces

Payment methods can include compensation in the form of:

- Cash
- Money order
- Gift cards
- Checks
- ACH transfers (direct deposit)
- Payment apps: Zelle, Cash App, PayPal, Venmo

Based on research and focus groups with PLEE, direct payment methods are often most preferred by PLEE. Checks often have limitations such as requiring a physical address and/or needing transportation to a bank, which may provide barriers for individuals experiencing homelessness. Similarly, gift cards can be difficult for some PLEE to use due to transportation challenges and limited usability. When considering payment options, it is important to remember that filling out a W-9 can impact an individual's income sources such as public benefits. Any compensation, including payment by gift cards, totaling over $600 requires the issuance of an IRS Form 1099-NEC. PLEE may need to seek advice from an accountant or financial advisor to ensure that compensation does not adversely impact any public assistance or housing benefits.

Potential Funding Streams

Communities and entities should take an inventory of their existing budget, including funding streams that could be used to support compensation for PLEE. Compensation for PLEE may come from various sources depending on funding availability and established guidelines (such as federal and state and local government). Ensure that PLEE are fully aware and trained on the required documentation to be paid from a specific funding source, if applicable. Some examples of funding sources to compensate PLEE include the following:[1]

- Local county general funds
- Department of Housing and Urban Development (HUD) Homeless Assistance Grants Continuum of Care (CoC) Planning Grants2 (for specific activities; read guidelines and refer to the HUDExchange for resources)
- U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grants Emergency Solutions Grant (ESG) funding depending on how it is earmarked (for specific activities, read guidelines and refer to the HUDExchange for resources)
- Grants from the U.S. Department of Health and Human Services (HSS), including the Substance Abuse and Mental Health Services Administration (SAMHSA)
- Corporations (large or local businesses): many large corporations have community support and/or social responsibility grants or funding gifts, which can benefit them as well through charitable giving and tax deductions
- Nonprofits, foundations, and faith organizations
- Philanthropies and personal giving accounts such as:
    - Bloomberg Philanthropy
    - Groundswell
- Partnerships with local institutions of higher education
- Fundraising events and/or social media fundraisers

Resource List

1. Lessons Learned From Outreach Workers
2. Guidance for Recruiting, Hiring, and Retaining People With Lived Experience and Expertise of Homelessness
3. Onboarding Toolkits for ESG Funded Programs
4. Continuum of Care Planning Activities

[1] Note that funding streams are dependent on various factors including legislation, funding source guidelines, and funding availability.
[2] 24 CFR 578.39—Continuum of Care planning activities. Accessed 7 Apr. 2022.

AUG 6

Youth and Young Adult Stipend Policy

YYA ENGAGEMENT (/NEW-BLOG/CATEGORY/YYA+ENGAGEMENT)

A WAY HOME WASHINGTON

Examples of ACI work young people may be involved in are: *:

ACI Body	Projected Hours
Core Improvement Team	3 hours per month (not including prep)
Community Team	1-1.5 hour bi-monthly (not including prep)
Youth Advisory/Action Board/Committee	1-2 hours per meeting (not including prep)
Subcommittee Group	1.5 hours (including prep)
Focus/Information Gathering Group	2 hours (not including prep)

*These are not the only meetings YYA on your core improvement team can be stipended for. If you have any questions email Azia (aruff@awayhomewa.org), to see if the activity you have in mind qualifies for stipending.

Stipend Rates

Meeting Hours + Travel Time	Stipend
2 hours or less	$40
2 to 4 hours	$80
4 to 24 hours	$160

Travel Time

Stipend payments must include travel time. For example, if a young person attends a 2-hour meeting and traveled 1-hour total to and from the meeting, they will receive a stipend in the amount of $80 for 2 to 4 hours.

Overnight Meetings

If a young person attends a pre-approved ACI event or meeting that takes place over 2 or more days, they will receive a stipend in the amount of $160 per day for 4 to 24 hours.

Tax Requirements

If a young person receives stipends that total $600 or more in a calendar year, the federal Internal Revenue Service (IRS) will require the local agency to send them a 1099-MISC form. This form helps the IRS track how much the youth or young adult can expect to pay in taxes. They will receive the 1099 form in the mail by the end of January the year after they received the stipends. The information on the 1099 form will be entered by the young person. **The local agency is expected to connect young people to tax preparation resources in their area.**

able version.

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SIGN UP

Policy Title	Policy for Providing Equitable Compensation for People with Lived Experience of Homelessness (PWLEH)
Date Developed/Revised	
Date Adopted by Detroit CoC Board of Directors	
Signed (Detroit CoC Board Chair)	Dr. Celia Thomas

Purpose

The purpose of the Detroit Continuum of Care (CoC)'s Compensation for People with Lived Experience of Homelessness (PWLEH) is to ensure the equitable renumeration of PWLEH for their expertise, time, and collaboration with the CoC. The Detroit CoC is committed to pursuing equitable solutions to homelessness and believes it is imperative that PWLEH drive these solutions. This policy sets the guidelines the Detroit CoC will use regarding provision of compensation for PWLEH for engaging in systems-level work that aligns with the CoC's goals and priorities.

Background

In 2021 the Detroit CoC formally established the Detroit Advisors Group (DAG) – a body of PWLEH who oversee policy decisions and participate in the setting and advancement of the CoC's priorities – as an officially recognized CoC committee. Through partnership with the Youth Homelessness Demonstration Program (YHDP), the CoC has also built a relationship with the Youth Action Board (YAB), who have been instrumental in incorporating the voices of youth in the work within the CoC. Both the DAG and YAB have provided essential contributions and expertise in promoting the ongoing priorities of the Detroit CoC system and have prompted the development of this policy to ensure that PWLEH are equitably compensated for their work within our system.

Equitable Compensation Practices

Equitable compensations practices necessitate that payment methods be flexible and low barrier. This policy seeks to communicate payment expectations, needs, and potential barriers to ensure that the CoC and PWLEH are aligned in their understanding of how compensation is provided. The Detroit CoC is committed to ensuring that compensation policy and processes are transparent, equitable and accessible to PWLEH. Compensation agreements have been developed to ensure that both PWLEH and the Detroit CoC have a thorough understanding of the compensation process and expectations. [Should we insert link to compensation agreements here?]

The Detroit CoC will pay a flat rate of $75 for specific qualifying meetings that DAG and YAB members attend and submit a compensation request for. This flat rate factors in meeting preparation time and any possible costs associated with attending the meeting. Qualifying meetings are outlined further in this policy document. Compensation methods agreed upon by the DAG, YAB, and Detroit CoC Lead Agency include:

- ACH Transfer and check are preferred methods.
  - Includes ability to ACH transfer to CashApp
- Gift cards may be considered upon request due to special circumstance.

This $75 rate includes CoC Board Meetings, Advisor Group Meetings, Committee Meetings, General Membership Meetings, etc. This flat rate includes the following for calculation:

Element Included	Total	Rationale
Meeting time	$37.50	Averaged the various meeting lengths to 90 minutes at $25/hr (based upon emerging best practices).
Prep & Follow Up	$25	One hour combined at $25/hr
Meeting Costs	$12.50	This is to factor in transportation (for in-person meetings) or internet costs (for virtual meetings)
	$75.00	

Additional compensation outside of meeting participation would be $25/hour. This could cover things such participation in special CoC initiatives.

There may be additional activities in which the DAG or YAB are invited to participate in outside of the qualifying meetings. These are referred to as "special activities." Compensation for approved special activities will be $25/hour. It is the responsibility of individuals to track the total hours spent working on special activities and submit them as compensation.

Qualifying Meetings

Due to limited funding, all meetings must be approved by the CoC Lead Agency to qualify for compensation. As of now, the following meetings qualify for the standard flat rate ($75/meeting) compensation:

- CoC Board Meetings (if you hold an active Community Advocate Seat)
- Detroit Advisors Group Meetings (all active Advisors Group members qualify for compensation)
- Executive Committee Meetings
- Committee on Youth Homelessness Meetings (up to 2 youth can be compensated per meeting)
- Detroit Advisors Group Meetings (all active Advisors Group members qualify for compensation)
- All YHDP-related Meetings (all participants qualify for compensation) including but not limited to:
  - YHDP Core Team Meetings
  - YAB General Meetings
  - Any technical assistance (TA) led YHDP meetings or community meetings
  - Any YHDP-related workgroups (including the YAB work sessions)

Compensation for any meetings not outlined here will need written approval. For meetings outside of the identified qualifying meetings, individuals will need to inquire about or request eligibility of those meetings for compensation. Any requests for meetings that are not outlined above and have not received previous approval will be denied.

Process to Request Compensation

To receive payment, individuals must submit a compensation request form to the CoC Lead Agency. This form should be completed after individuals have attended the qualifying meeting. Any requests received for meetings that occur after the submission date will be denied.

Compensation requests can be completed via an online form. *Please note that activities may have separate compensation request forms.* Individuals will be expected to follow the instructions outlined in the form to ensure all required information is provided. For special activities, the exact number of hours spent per activity will need to be provided to process the payment request.

- **Key considerations**
  - W9 is required after receiving $600

HAND must report all money that it pays to persons due to national tax-related rules from the IRS. Due to this, HAND must have a W-9 on file for all persons requesting compensation before any payments can be issued. There is a link to the a blank W-9 on the compensation form and you can also access it by clicking here. Completed W-9s can be uploaded to a secure Box website (linked here). This W-9 only needs to be completed with the first submission. However, if you move, please submit an updated w9 with your new address. It is imperative that we have correct addresses for everyone to ensure we send your tax forms to the correct location.

  - Cannot serve more than one role with HAND
  - Special initiatives need to be approved by HAND to ensure sufficient funding

- **Banking or CashApp Information**

To issue the payments, HAND must know where to send your money. On your form, please indicate your preferred compensation method. HAND can send money directly to your bank, send to your CashApp account, or write a check. If you select bank or CashApp transfer, HAND will need your routing and account information. You can enter this information directly into the compensation request form. For help finding your routing and account numbers, click here. Please make sure to be as accurate as possible when entering this information. Incorrect account details can result in your payment being sent to the wrong person.

Please note: if you have already submitted your banking info to HAND, you do not need to complete it again in subsequent compensation requests unless your information changes. If your banking information does change, please make sure to share your new account details in your request form. Otherwise, funding will be sent to the account on record.

YOUTH COMPENSATION CONTRACT

The purpose of this document is to outline the compensation agreement between the Youth Action Board (YAB) and the Homeless Action Network of Detroit (HAND) acting on behalf of the Detroit Continuum of Care (CoC). This document outlines the rate of compensation, what qualifies for compensation, the requirements for requesting payment, and the process for issuing the payments. It also serves as an agreement between the YAB and HAND to the processes outlined below. If you have any questions about anything that is outlined within, please contact your HAND representative.

Rate of Compensation:

The CoC will pay youth a flat rate of $75 for every *qualifying* meeting that they attend and submit a compensation request for. This flat rate factors in meeting preparation time and any possible costs associated with attending the meeting. Please see below for more information on qualifying meetings and how to submit a request.

There may be additional activities in which the YAB are invited to participate in outside of the qualifying meetings. These are referred to as "special activities". Compensation for special activities will be provided at $25/hour. It is the responsibility of YAB members to track the total hours spent working on special activities and submit that total for compensation.

Qualifying Meetings:

Due to limited funding, all meetings must be approved by HAND to qualify for compensation. As of now, the following meetings qualify for standard compensation:

- Committee on Youth Homelessness Meetings (*up to 2 youth can be compensated per meeting*)
- Detroit Advisors Group Meetings (*all active Advisors Group members qualify for compensation*)
- All YHDP-related Meetings (*all participants qualify for compensation)* including but not limited to:
    - YHDP Core Team Meetings
    - YAB General Meetings
    - Any technical assistance (TA) led YHDP meetings or community meetings
    - Any YHDP-related workgroups (including the YAB work sessions)

Compensation for any meetings not outlined in this contact will need written approval. Please email your contact at HAND to inquire about the eligibility of any meetings or to request eligibility for any meetings not detailed above. ***Any requests for meetings that are not outlined above and have not received previous approval will be denied.*** Please try to be specific in your compensation form about what meetings you are requesting compensation for to help ensure your request will be approved.

Participation:

Due to limited funding, one must be fully participating to qualify for compensation. Participation expectations were developed with the YAB to ensure accountability and progress. As of now, participation expectations are as follows:

- Attend at least 65% of the meeting to qualify for compensation (e.g. if a meeting 1 hour, you attend at least 40 minutes. If the meeting is 90 minutes, you attend at least 1 hour).
- Cameras on for at least 50% of meetings
- Actively engage in the conversation – rather through chat or verbally:
    - This includes being in a location that is conducive to participation.
    - If your camera is off, you must actively engage either verbally or through chat.
    - Inform the group if you are feeling unwell or not up to active engagement.

- Minimize distractions when possible:
  - Try not to schedule work or run errands during meetings.
  - If there are too many conflicts for existing meetings, we can find an alternative time to meet in which folks are more available. Communicate your needs so that we can work to reschedule.
- Communication is important. If you need to miss, communicate it! Unexcused absence occurs when you miss the meeting and did not notify.
  - If 3 unexcused absences per month, you must meet with leadership to determine whether or not your participation will continue and to problem solve for supports needed to increase participation.

How to Request Compensation:

To receive payment, youth must submit a compensation request form. This form should be completed *after* you have attended the qualifying meeting. Any requests received for meetings that occur after the submission date will be denied.

You can submit your compensation request by completing an online form. Please note that YHDP-related meetings have a unique form. All other requests can be submitted to the general compensation form. The links to both forms are below.

- For all YHDP-related requests: https://forms.office.com/r/fiPNMspc73
- For Committee on Youth Homelessness and Advisors Group Meetings: https://forms.office.com/r/0sU5wTJyVC

The YHDP form above will be modified to include approved special activities, when applicable. Follow the instructions in the form to ensure that you enter all of the required information. Remember that for special activities, we will need the exact total of hours spent on that activity to process the request.

W-9

HAND must report all money that it pays to persons due to national tax-related rules from the IRS. Due to this, HAND must have a W-9 on file for all persons requesting compensation before any payments can be issued. There is a link to the blank W-9 on the compensation form and you can also access it by clicking here. Completed W-9s can be uploaded to a secure Box website (linked here). This W-9 only needs to be completed with the first submission. However, if you move, please submit an updated w9 with your new address. It is imperative that we have correct addresses for everyone to ensure we send your tax forms to the correct location.

Banking or CashApp Information

To issue the payments, HAND must know where to send your money. On your form, please indicate your preferred compensation method. HAND can send money directly to your bank, send to your CashApp account, or write a check. If you select bank or CashApp transfer, HAND will need your routing and account information. You can enter this information directly into the compensation request form. For help finding your routing and account numbers, click here. Please make sure to be as accurate as possible when entering this information. Incorrect account details can result in your payment being sent to the wrong person.

Please note: if you have already submitted your banking info to HAND, you do not need to complete it again in subsequent compensation requests unless your information changes. If your banking information does change, please make sure to share your new account details in your request form. Otherwise, funding will be sent to the account on record.

What to Expect After Submitting Your Request:

Payments will be issued on a weekly basis. Below is the general timeline that you can expect for compensation:

- All requests received by Sunday at 11:59pm (and containing necessary documentation) will be processed that week.
  - If documentation is missing or there are errors that need to be corrected, your payment may not be issued until the following week once all documentation is collected.
  - Anything received after Sunday at 11:59pm will be processed with the following week's payments.
- Submissions will be reviewed on Monday and those approved will be sent to the bank for fund transfer.
  - Transfers may take a few days for the bank to process. Generally, you can expect payments by the Friday of the week they are processed. If your funds are not received by Monday of the following week, please reach out to your HAND contact so that we can investigate with the bank.

Please note that payment schedules may be impacted when a holiday falls within that week. Other exceptions to the payment schedule may occur from time to time (such as staff time off) and advance notice will be given.

Acknowledgements:

☐ I have read through this document entirely and agree to the terms detailed throughout.
☐ I understand that payments will only be issued if a compensation request and all necessary documentation is submitted. It is my responsibility to make these submissions or seek help if I need assistance in doing so.
☐ I agree to enter accurate and complete information in submissions to the best of my ability.
☐ I understand that compensation received is considered income and is reportable to the IRS. A 1099 will be issued.
☐ I understand that this income could affect any of my current income-based activities such as housing and other assistance.

____ ____________________

Signature **Date**

____

Printed Name

PERSONS WITH LIVED EXPERIENCE MANAGEMENT POLICY

Indianapolis Continuum of Care
Adopted by Blueprint Council 4/18/2022

Contents

Introduction

The Indianapolis Continuum of Care (CoC) believes engaging persons with lived experience is critical to achieve the goals outlined in the *Indianapolis Community Plan to End Homelessness.* As a result of this expressed commitment, the Lived Experience Workgroup was developed in the summer of 2021 to establish a vision for lived experience engagement and develop a common set of engagement and compensation practices to be implemented throughout the Indianapolis CoC governance structure. This group utilized research from national best practices for lived experience engagement, Prosperity Indiana's "housing wage" and local learnings from the development of the Indianapolis Youth Action Board to inform the development of the lived experience compensation matrix in August 2021. The matrix provides a comprehensive set of strategies to account for the different types of engagement individuals with lived experience are able to participate in the CoC including: focus groups, work group participation, internships, consulting, and service on the Blueprint Council. The Blueprint Council approved the compensation matrix on December 13, 2021.

Guiding Principles

- Persons with lived experience are experts and should be valued, supported, and respected. They are not consulted as an afterthought, but at all stages of development of policy and practice in the CoC.
- Engagement and compensation must not place a burden on the person with lived experience, and it is up to the governance structure to meet people where they are and give them choice in their engagement and compensation.
- If there are barriers to engagement and compensation, it is the responsibility of the governance structure to listen to those with lived experience and follow their lead to create solutions that work for people.

Engagement

Persons with lived experience are not a standing workgroup but rather a partnership with the Indianapolis Continuum of Care. Workgroup facilitators and/or other support entities will be responsible for identifying persons with lived experience to engage through networking with service providers and other community stakeholders. The Indianapolis Continuum of Care will assist with recruiting via social media and website posts upon request.

The Youth Action Board is a standing workgroup and utilizes a formalized recruitment process. The Youth Action Board operates with an annualized workplan. All Youth Action Board members can be invited to participate in Continuum of Care workgroups outside of their dedicated, weekly meetings.

Participants should be informed of the rate of compensation for their time commitment and other supports provided (i.e. transportation) as noted in the below compensation matrix. If a person is being asked to sit as a representative on a board, such as the Blueprint Council, the maximum number of hours committed should be agreed upon prior to the first board meeting.

The maximum number of hours a person can be compensated for each work group is 10, unless workgroup facilitators are aware their particular project will require more hours and receives permission from CHIP to increase the maximum number of hours prior to the collaboration with the person. Prior to initial collaboration, the Persons with Lived Experience Engagement Letter (Appendix 4) should be completed, which will document the expected number of hours and compensation rate according to the below matrix.

Internships, fellowships, and consultant partnerships should include a contract that outlines the terms of the commitment as well as the maximum amount of compensation and/or hours.

Training & Education

Ensuring persons with lived experience have the appropriate onboarding and training prior to attending the first meeting or engagement is vital to ensure persons with lived experience are viewed as a partner in the work. Workgroup facilitators or support entity should meet with persons with lived experience prior to the workgroup convening to provide context, answer questions, provide materials needed and onboard for the work in which they are being asked to collaborate.

Workgroup facilitators should ask the workgroup to refrain from the use of acronyms and provide materials on acronym meanings to all members.

Training on timesheet completion will be provided to facilitators by the Coalition for Homelessness Intervention and Prevention (CHIP) staff.

Lived Experience Compensation Matrix

Commitment Type	Description	Compensation
One-time: Focus group Key Informant Interview	Feedback on a specific item or project, policy or training Usually one-time experiences without additional time commitment. Sessions should be no more than 2 hours.	$50 per participant, provided at the session Preferable to allow participants to be provided choice in mode of compensation (cash, gift card, check). Transportation costs/supports may be added to the amount, if applicable NOTE: fees related to gift cards or check cashing need to be discussed with participants prior to their

		selection of mode of payment. Since this is a time-limited opportunity, payment needs to be readily available to participants when they arrive so they can be compensated.
Board Participation	Participation as an elected member of the CoC Governing Board (Blueprint Council) with a 2-year commitment Required attendance at 75% of meetings (6 meetings annually) and expected participation in at least one committee or work group	$25 per hour, provided to the elected representative in the mode of their choice upon submission of a timesheet Representatives will receive training on submitting time correctly, and a maximum amount of pay will be set annually and agreed upon with the representative prior to the 1st board meeting or the year. Transportation costs/supports may be added to the amount, if applicable.
Committee or Workgroup Participation	Voluntary participation in a workgroup or committee that is supported by a CoC project manager, has a set scope of work or work plan, project or product goals and deadlines, and may or may not meet on a regular basis	$17 per hour (set annually based on the "housing wage" information described at Prosperity Indiana and rounded up to the nearest whole dollar amount); paid in the mode of their choice Participants will need to submit a timesheet and will receive training on submitting time correctly. Transportation costs/supports will be added to the amount, if applicable. A community-wide maximum amount of pay will be set annually
Speaking Engagement	Individual shares information with a wide audience through a	$100 honorarium, which includes compensation for prep time, but does not

	conference, training, webinar, or meeting	include transportation costs/support. Transportation costs/supports will be available, if applicable.
Internship/Fellowship	Provides professional development and complete project specific tasks to complement someone's expertise and experience. Fellowships typically include learning goals as part of the fellow's agreement to complete work.	$15 per hour or depends on the position Hours of work and minimum/maximum hours will be negotiated and set with the individual, with considerations on how full-time or part-time positions may impact living-wage implications or eligibility for benefits. Written agreement or contract is strongly recommended. Learning goals or plan should be set by fellow in consultation with Lead Agency and tracked and monitored. Transportation costs/supports is not included unless specified in the agreement.
Consultant on a Project	Provide expertise to a time limited engagement as defined by a contract or agreement between CHIP and the person with lived experience	Suggested base amount $60 per hour and exact amount to be negotiated and set with the individual and specified in the contract. Contract may include maximum amount that can be paid to the consultant. Transportation costs/supports is not included unless specified in the contract.

Funding Administration

For recurring work, facilitators should provide individuals with the template in Appendix 4 outlining the project, timeframe and rate. Individuals must submit the a W-9 prior to initial compensation. If the participant wishes to receive compensation via ACH payment, the individual must complete an EFT Authorization form. If the EFT Authorization form is not submitted, payment will be issued by check. If payment via check or ACH is a barrier to participation, the facilitator should contact CHIP's Director of Finance and Operations to discuss alternative options.

Each participant will be required to submit a timesheet every two weeks noting the commitment type and rate of compensation according to the matrix, which will be verified by workgroup facilitators or support person prior to submission to CHIP for review. Facilitators should review and submit the timesheets to CHIP's Director of Finance and Operations by 5pm using the calendar in Appendix 5. This will ensure compensation is provided in a timely manner.

For focus groups, gift cards will be provided to ensure same day payment as described in the compensation matrix. The facilitator must contact the CHIP Director of Finance & Operations at least two weeks prior to the focus group in order to obtain gift cards and a list must be sent back to the CHIP Director of Finance & Operations with the gift card recipients as well as any unused gift cards within 48 hours of the focus group session.

These policies will be updated as funding evolves in order to stay in compliance with funding regulations.

Appendix

1. Timesheet Template
2. W-9 Form
3. EFT Authorization Form
4. Persons with Lived Experience Engagement Letter
5. Payment Schedule
6. Lived Experience Workgroup members

Appendix 5

Payment Schedule

Timesheets must be reviewed and submitted by the facilitator to CHIP's Director of Finance & Operations no later than 5pm on the following Fridays. Timesheets received after the stated date and time will be processed in the next cycle.

Anticipated payment dates are listed below. If a W-9 form is not submitted, payment cannot be processed. This date may also change if staff entering and approving payments are out of the office.

Week covered	Deadline for submission to CHIP	Anticipated payment date*
March 21-April 1, 2002	April 1, 2022	April 8, 2022
April 4-April 15, 2022	April 15, 2022	April 22, 2022
April 18-April 29, 2022	April 29, 2022	May 6, 2022
May 2-May 13, 2022	May 13, 2022	May 20, 2022
May 16-May 27, 2022	May 27, 2022	June 3, 2022
May 30-June 10, 2022	June 10, 2022	June 17, 2022
June 13-June 24, 2022	June 24, 2022	July 1, 2022
June 27-July 1, 2022	July 1, 2022	July 8, 2022
July 5-July 15, 2022	July 15, 2022	July 29, 2022
July 18-July 29, 2022	July 29, 2022	August 5, 2022
August 1-August 12, 2022	August 12, 2022	August 19, 2022
August 15 – August 26, 2022	August 26, 2022	September 2, 2022
August 29-September 9, 2022	September 9, 2022	September 16, 2022
September 12-September 23, 2022	September 23, 2022	September 30, 2022
September 26-October 7, 2022	October 7, 2022	October 14, 2022
October 10-October 21, 2022	October 14, 2022	October 21, 2022
October 24-November 4, 2022	November 4, 2022	November 11, 2022
November 7 – November 18, 2022	November 18, 2022	December 2, 2022 (due to holidays)
November 21-December 2, 2022	December 2, 2022	December 9, 2022
December 5-December 23, 2022	January 2, 2023	January 13, 2023 (due to holidays)

Appendix 6

Lived Experience Workgroup Members

The workgroup was a majority individuals with lived experience, a majority BIPOC individuals, included service provider consultation and expertise from Corporation for Supportive Housing (CSH). Members included:

Lived Experience Workgroup
William Bumphus (Wheeler Mission)
Lia Hicks (CSH)
Ray Lay*
Autumn Lowry*
Leslie Kelly (Horizon House)
Yvette Markey*
Syed Shah (YAB Member)*

Youth Action Board Members
Keaun Brown*
Nikki Dodd*
Lauren Long*
Ereol Olopade*
Dejuna Rodriguez*
Syed Shah*
Justin Walker Baden*

*Individual with lived expertise

Lived Experience Compensation Matrix

Indianapolis Continuum of Care

Developed by the Lived Experience Workgroup: August 2021

Approved by the Blueprint Council: 12/13/21

Commitment Type	Description	Compensation
One-time Focus Group or Key Informant Interviews	Feedback on a specific item or project, policy, training. Usually one-time experiences with no additional time commitment. Sessions should be no more than 2 hours.	$50 per participant, provided to participant at the session. Preferable to allow participants to be provided choice in mode of compensation (cash, gift card, check). Transportation costs or support may be added to this amount, if applicable. Note: fees related to gift cards or check cashing may need to be discussed with participants prior to their selection of the mode of payment. Since this is a time-limited opportunity, we would need to have payment readily available to people when they arrive so they can be compensated effectively.
Board Participation	Participation as an elected member of the CoC Governing Board with a 2-year commitment. Required attendance at 75% of meetings (6 meetings annually) and expected participation in at least one committee or work group.	$25 per hour, provided to the elected representative in the mode of their choice upon the submission of a timesheet. Representatives will receive training on submitting time correctly, and a maximum amount of pay will be set annually and agreed upon with the representative prior to the 1st board meeting of the year. Transportation costs or support will also be available to representatives, if applicable, and training on how to submit a transportation assistance request will be provided. Documentation will be signed by the representative that confirms training, discussion of compensation, and maximum pay.
Committee or Work Group Participation	Voluntary participation in a work group or committee that is supported by a CoC project manager, has a set scope of work or work plan, project or product goals and deadlines, and may or may not meet on a regular/permanent basis.	$18 an hour/Hourly compensation set annually based upon the "housing wage" information as described at Prosperity Indiana's website and rounded up to the nearest whole dollar amount, paid in the mode of their choice. Participants will need to submit a timesheet and will receive training on submitting time correctly. Transportation costs or support will also be available to participants, if applicable, and training on how to submit a transportation assistance request will be provided. A community-wide maximum amount of pay will be set annually, and documentation will be signed by the representative that confirms training, discussion of compensation, and maximum pay. If an individual is receiving transportation from a peer then a mileage reimbursement form can be completed as well. **Blueprint Council approved increase to $18/hr effective 5/1/2023.**
Speaking Engagement	Individual shares information with a wide audience through a conference, training, webinar, or meeting	$100 honorarium, which would include compensation for prep time, but not include transportation costs. Transportation costs or support will also be available to speaker, if applicable, and training on how to submit a transportation assistance request will be provided.
Internship/ Fellowship	Provides professional development and complete project specific tasks to	$15 per hour or more depending on position. Hours of work and minimum/maximum hours will be

	complement someone's expertise and experience. Fellowships typically include learning goals as a part of the fellow's agreement to complete work.	negotiated and set with the individual, with considerations on how full-time or part-time positions may impact living-wage implications or eligibility for benefits. A written agreement or contract is strongly recommended. Learning goals or plan should be set by fellow in consultation with Lead Agency and tracked and monitored appropriately. Transportation costs or assistance is not included unless specified in agreement or contract.
Consultant on a Project	Provide expertise to a time limited engagement as defined by a contract or agreement between the Lead Agency (CHIP) and the individual with lived experience.	Suggested base amount $60 per hour, and exact amount to be negotiated and set with the individual and specified in the contract or agreement. The contract may include maximum amount that can be paid to the consultant. Transportation costs or assistance is not included unless specified in the contract.

Notes about Compensation and Sources of Compensation from Research and City Discussions:

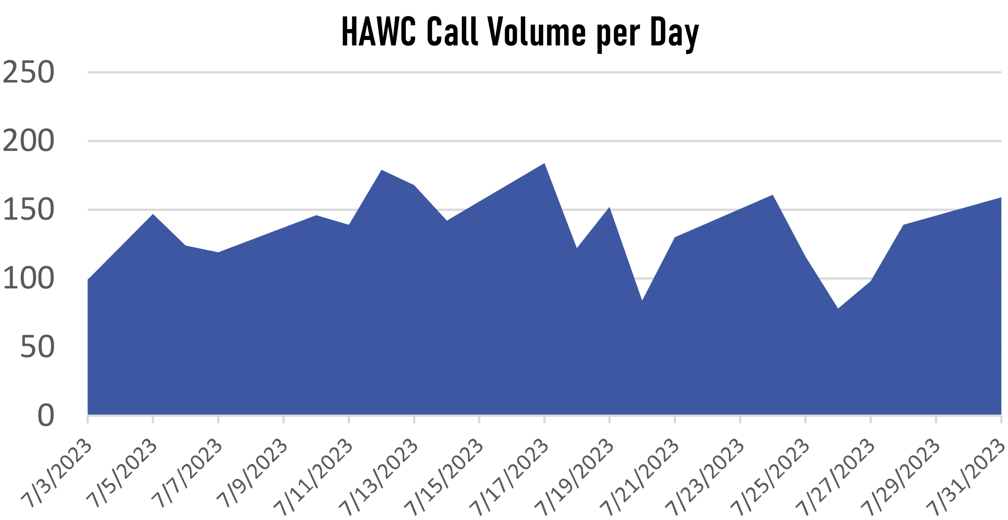
- CoC Planning Grant or other federal funding will require the submission of time sheets.
- Documentation of transportation costs like bus pass receipts, gas receipts, or examining the option to do a per-mile compensation for travel would also be necessary. Verify with the City on the eligible expenses of transportation.
- If we used gas cards to compensate travel, we could not request reimbursement until recipient receives the card. This would not allow for purchasing bulk gift cards in advance.
- Documenting time and transportation costs are potentially a barrier for some folks who may have challenges with technology/paperwork and depending on where they fit in the matrix it may be more difficult to document.
- One option that would allow for flexibility is to use meeting recordings to verify attendance and complete time sheets for individuals, but this would be an administrative burden to consider.
- Cash can be paid from the Planning Grant, but we would have to prove the person got it and where the funding came from/how and when it was removed from the account.
- The timing of compensation would also be an issue because we must submit regular claims, and grant close-out timeframe would have to be adhered to (Sept 1-Aug 31).

HAWC CALL CENTER DATA
JULY 2023

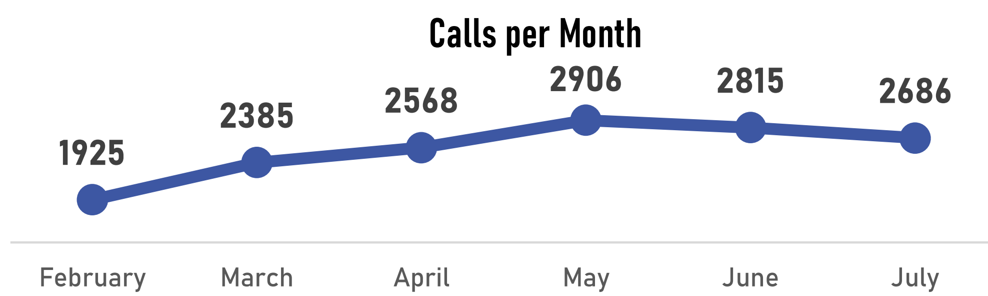
HOUSING ACCESS FOR WASHTENAW COUNTY

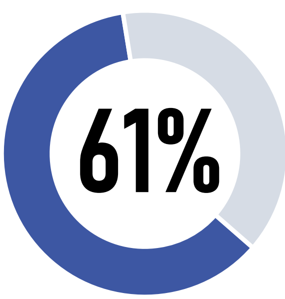
OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
Collaborative solutions for a promising future

2,686
Total Calls



134
Calls per day





Of Calls Answered in less than 5 minutes

Types of Calls

- Diversion 28.4%
- Intake/Assessment 21.8%
- Provided Case Status 20.4%
- Miscellaneous 17.5%
- Non-Housing Needs 12.0%

1:52 Minutes
Average Wait Time

ASSESSSMENTS & REFERRALS
JULY 2023

INTAKE & SCHEDULING

60
Prevention Appointments Scheduled
Current openings in August

22
Family Assessments Scheduled
Current openings in August

70
Individual Assessments Scheduled
Current openings in August

FAMILIES

82
Prevention Assessments Conducted

20
Family Assessments Conducted

INDIVIDUALS

46
Individual Assessments Conducted

Family assessments are similar to last month, so family inflow shows signs of leveling off, although it remains too high for our system to serve everyone.

Individual assessments are caught up and are closing the gap between assessments scheduled vs. conducted.

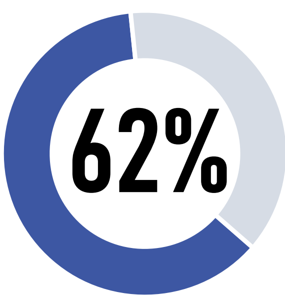
HAWC CALL CENTER DATA
August 2023

HAWC
HOUSING ACCESS FOR WASHTENAW COUNTY

WASHTENAW COUNTY MICHIGAN 1826
OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
Collaborative solutions for a promising future

3,102
Total Calls

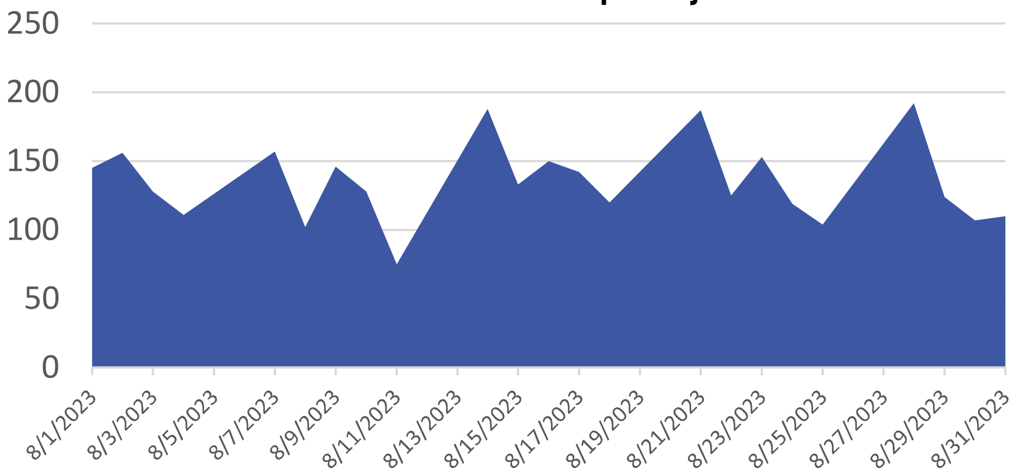
135
Calls per day



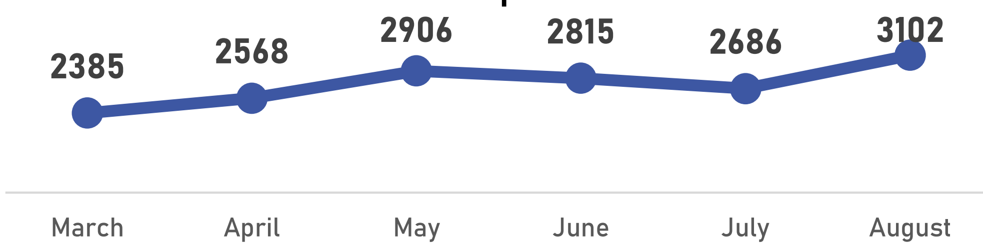
Of Calls Answered in less than 5 minutes

1:34 Minutes
Average Wait Time

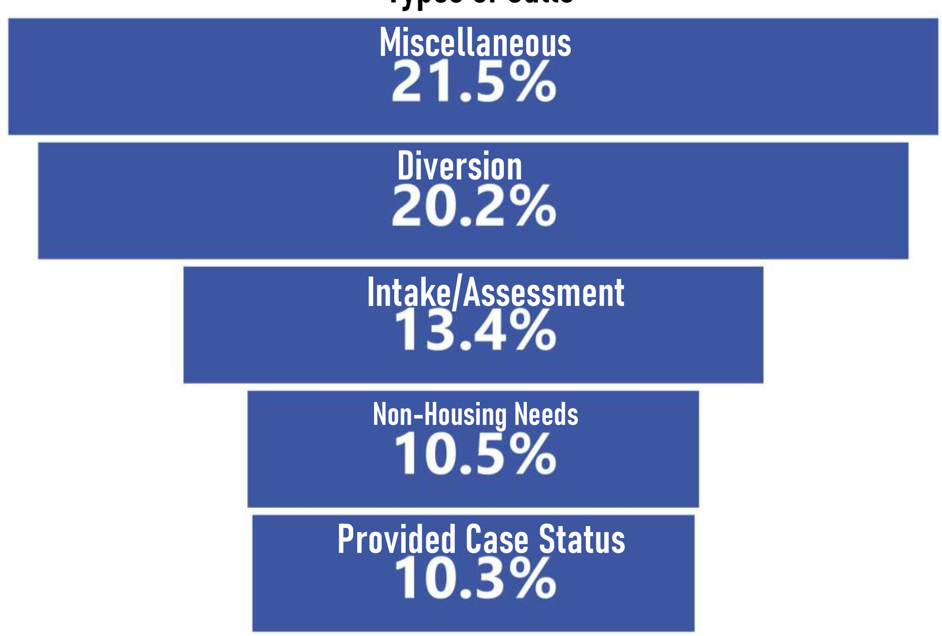
HAWC Call Volume per Day



Calls per Month



Types of Calls



ASSESSSMENTS & REFERRALS
AUGUST 2023

INTAKE & SCHEDULING

35
Prevention Appointments Scheduled
Current openings in October

16
Family Assessments Scheduled
Current openings in September

98
Individual Assessments Scheduled
Current openings in September

FAMILIES

106
Prevention Assessments Conducted

39
Family Assessments Conducted

INDIVIDUALS

53
Individual Assessments Conducted

YEARLY TOTALS

570
Prevention Assessments Conducted

215
Family Assessments Conducted

305
Individual Assessments Conducted

Subscribe

ANN ARBOR

Ypsilanti officials beg patience as tension rises over downtown safety: 'The root of the problem is housing'

Published: Sep. 09, 2023, 11:00 a.m.

Roughly 100 people gathered at the Growing Hope Ypsilanti Farmers MarketPlace, 16 South Washington St., on

By [Jordyn Pair | jpair@mlive.com] and [Lucas Smolcic Larson | lsmolciclarson@mlive.com]

YPSILANTI, MI -- Safety in downtown Ypsilanti and an ongoing housing crisis have become the focus of recent community meetings after a nonprofit was criticized for attempting to remove homeless people from its property.

Ypsilanti police and other officials are asking for grace and patience from the community as they work to address a housing crisis some say has led to an unsafe downtown area.

Residents and business owners spoke at a nearly two-hour public comment session during a Ypsilanti City Council meeting on Tuesday, Sept. 5, saying aggressive panhandling, ongoing partying and public defecation has made living and working downtown difficult, particularly around South Washington Street.

Jen Eastridge, owner of Unicorn Feed & Supply and Stone & Spoon, both on Michigan Avenue in Ypsilanti, said during the meeting she has picked up alleys littered with needles, condoms and liquor bottles and that panhandling and public urination has driven away business.

“We pay huge taxes for public services, yet we don’t see the police downtown unless we call about a crisis,” she said. “We need to see a regular presence to know that it is not all on us.”

But police presence has also been a point of contention.

Ypsilanti nonprofit Growing Hope, 922 W. Michigan Ave., issued a public apology on Wednesday, Aug. 30, after police became involved in the installation of fencing around the nonprofit’s farmers market.

Growing Hope, a nonprofit focused on food insecurity, said on social media its board had received reports of "safety breaches" at its Ypsilanti Farmers MarketPlace, 16 S. Washington St. in Ypsilanti. The organization decided to install event fencing around the MarketPlace to increase safety, it said.

Ypsilanti police were called to the market around 7 p.m. on Wednesday, Aug. 23, for a report of disorderly conduct, according to a police report obtained by MLive/The Ann Arbor News. Police were called by Growing Hope, a spokesperson for the department confirmed.

"Protesters arrived and threatened the workers installing the fence," the police report reads. "The threats of violence by the protesters led to the workers leaving and the fence not being installed."

No one was formally trespassed from the property, although several homeless people were offered rooms for the evening, police said.

Growing Hope Executive Director Julius Buzzard told MLive/The Ann Arbor News a recent incident near the property had sparked the decision to put up fencing, but could not elaborate. He is often personally called to de-escalate situations at the market by those who are hesitant to call police, he added.

“We’ve had limited support from our community and the space outside of when we’re physically there,” he said, adding the calls have highlighted a need for a sustainable way to create a safe community.

The nonprofit hosted a listening session on Aug. 31, with some of the roughly 100 attendees voicing concern about safety or pushing back on what they said is an unfair characterization of the problem.

“There is a solution, and it’s housing and it’s as simple as that,” said Brian Geiringer, who lives in the area, at listening session. “People need housing right now and they need housing long term.”

The incident at Growing Hope is not the first time concern has been raised over community-police relations.

The Rev. Anna Taylor-McCants, who runs Fed Up Ministries, told MLive/The Ann Arbor News she has been increasingly troubled about the relationship between her organization, the homeless community members it feeds, and police.

Although the organization, which hosts free meals in both Ann Arbor and Ypsilanti, has previously criticized police presence at its Ann Arbor events, the relationship with the respective departments is different, Taylor-McCants said.

Police in Ypsilanti seem to think more enforcement is the solution, Taylor-McCants said, whereas Ann Arbor police are more likely to communicate.

“Ann Arbor is doing this better than Ypsilanti right now,” she said.

Nicole Brown, mayor of Ypsilanti, asked residents at the most recent city council meeting not to vilify the city’s police department. The city has been working with the county to provide mobile bathrooms, she added.

Washtenaw County spokesperson Crystal Campbell confirmed to MLive/The Ann Arbor News the county is working to provide mobile bathrooms in downtown Ypsilanti, although Campbell noted they were initially requested because of flooding at the downtown library.

"Everybody's been turning their wheels, trying to figure out what we can do," Brown said at the meeting. "And we know that the root of the problem is housing."

Ypsilanti police are not arresting homeless people on Growing Hope's property, Brown added.

Buzzard confirmed Growing Hope will connect homeless people on the property with resources and doesn't involve the police for non-violent incidents. But the nonprofit has no plans to open a shelter, he said, adding that housing and violence issues are "not something that's new to our community."

The attention on the nonprofit is a crystallization of ongoing issues in Ypsilanti, he said.

Ypsilanti Police Chief Kirk Moore said during the city council meeting that conflict between police and homeless community members has been minimal.

"Sometimes our unsheltered population is taking the brunt of blame on something that is not their burden to carry," Moore said.

Moore has been bringing a variety of advocates, nonprofit leadership and other officials to the table to come up with long-term solutions, he said. Moore encouraged residents to continue calling if they see illegal activity.

"It's not going to be a solution that we're going to have next week," Moore said. "This is going to be long-term, sustainable, so that we're not here next summer back at the same place."

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