

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

## 1A. Continuum of Care (CoC) Identification

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1A-1. CoC Name and Number:** MD-503 - Annapolis/Anne Arundel County CoC

**1A-2. Collaborative Applicant Name:** Anne Arundel County, Maryland

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Anne Arundel County Department of Social Services

## 1B. Continuum of Care (CoC) Engagement

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	No	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	Yes	No
Hospital(s)	Yes	Yes	No
EMT/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	Yes
CoC Funded Victim Service Providers	Not Applicable	No	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Faith Community Representative	Yes	Yes	Yes
Prevention Services Representative	Yes	Yes	Yes
United Way	Yes	Yes	Yes

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

The AA CoC is a volunteer group open to any person or group interested in preventing or ending homelessness. While the group has an elected board, the board, all committees and workgroups are open to any who are willing to participate. One example of how the CoC draws upon the expertise from the community involves the CoC's efforts to end family homelessness. The AA CoC invited the Director of the County's Office of Children, Youth, and Family Services to sit on the Board. As a result, additional services for homeless families have been created; the CoC is in process of developing a by-name list for families, similar to the by-name list for chronically homeless; and the director is leading the CoC's strategic planning efforts. Another example involves the CoC's efforts to understand and end youth homelessness. The Homeless Liaison from County Schools is on the CoC Board, ensuring the needs of homeless youth are addressed. The Homeless Liaison helps lead the homeless youth committee.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Anne Arundel Partnership for Children, Youth, and Families	No	Yes	Yes
Blessed in Tech	No	Yes	Yes

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.**

**Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
YWCA of Annapolis and Anne Arundel County	Yes	Yes

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

The process the CoC uses to announce that it is open to all proposals including previously unfunded entities includes notification via an email to 90 members of the AA CoC announcing the competition, project application requirements, request for the submissions of "letters of Intent" for new fund. This letter and information is posted on ACDS' and County's websites. All 'letters of intent' are reviewed to determine if proposed projects meet HUD's eligibility criteria. New applicants are provided information about the CoC competition, including due dates, funding amounts from re-allocation and bonus project. New projects are discussed at AA CoC Board meeting along with CoC priorities. This process encourages proposals from previously unfunded entities. The primary factors used to evaluate a new project are (i) does it meet HUD's funding eligibility for the competition, (ii) does it meet an identified need within the CoC and (iii) does the entity have organizational capacity.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Monthly

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	2
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	2
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	2
How many of the Con Plan jurisdictions are also ESG recipients?	2
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	2

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The AA CoC coordinates with two Con Plan jurisdictions – Anne Arundel County and the City of Annapolis. Both jurisdictions have representatives on the CoC Board and use the CoC to develop their Con Plan and Action Plans, utilize data from HMIS, PIT data, and input from CoC members. Staffs from both Con Plan jurisdictions meet monthly with the CoC's Homeless Coalition. Members of the Homeless Coalition participate in two public hearings annually to help prioritize needs for allocating HUD entitlement funding. ACDS, on behalf of AA County, is responsible for managing CoC, ESG, CDBG, HOME, and HOPWA funds including preparing the County's 5-year Consolidated Plan. ACDS is also the CoC Collaborative Applicant. The CoC and Con Plan jurisdiction meet 6-8 hours for planning, including monthly meetings, weekly phone calls, and daily emails. The County's CoC plays an active role in the preparation of the County's Consolidated Plan and subsequent Annual Action Plans.

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

ACDS, a nonprofit entity, is under contract with Anne Arundel County to administer the federal HUD funded ESG program, the CoC's Collaborative Applicant, and provides staff support for the County's Homeless Coalition (CoC). The County's CoC plays an active role in establishing the County's strategy for the use of ESG funds. CoC members participate in two annual budget hearings where the allocation of ESG funds is discussed. ACDS receives PIT & HMIS data including ESG funded shelter performance data to evaluate its programs (eg. length of stay, occupancy, income, housing performance measures) from the CoC HMIS administrator. The City of Annapolis planning director applies for State ESG funds and is a Board member of the CoC ensuring the coordination of ESG funds. All ESG funded shelters are evaluated for HMIS data quality, performance standards, shelter recidivism, length of shelter stay, exit destination and housing success, similar to CoC funded program performance standards.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

The AA CoC has one non-CoC funded safe shelter, Arden House, operated by

the YWCA of Annapolis and Anne Arundel for families who are victims of abuse. The YWCA staff is on the CoC Board of Directors. Arden House is a safe house located in a secure, "unpublished" location and is accessed through a 24 hour Domestic Violence Hotline. The program provides safe housing and basic necessities. Women are connected with community resources and linked to housing of choice. The program is funded with State, United Way, County, and private funds. Some families fleeing domestic violence also obtain shelter at Sarah's House, the County's ESG funded family shelter, when Arden House is at capacity. Sarah's House, located on the Ft. Meade Army base with enhance security, also provides a secure location and is an option for some families fleeing domestic violence and in need of emergency housing. Crisis workers at the DV Hotline determine appropriate referrals.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Commission of Anne Arundel County	6.00%	Yes-Both
Housing Authority of the City of Annapolis	0.00%	No

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

The AA County HOME program has provided funding for a TBRA program targeting chronically homeless families and is expected to serve 10 families this year. The Housing Commission has agreed to transfer families from the HOME program to HVC Program after one year to allow for new homeless families to access the program. Also during the last year, the Housing Commission (HC) agreed to use some of its HCV as project based vouchers to help re-position the County's transitional housing programs. A total of 35 transitional housing units will now be funded with project based vouchers and be re-classified as permanent housing. The HC has also committed to making HVC available to



each family in order to transfer to the general market. This will allow the CoC to make the project based units available as they turn over to the most vulnerable homeless families. In addition the United Way funds a rapid re-housing program for homeless families and the State funds a rental assistance program.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
<b>Other:(limit 1000 characters)</b>	
Mental Health offered crisis training to police	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

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

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

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

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

The County's 24-hour 7-day a week crisis hotline, the Warmline, is AA CoC coordinated entry point and is part of the County's Mental Health Agency Crisis Response System. The Warmline is marketed to CoC members, County agency staff, libraries, the faith community, food pantries, 211 operators, and on multiple County websites. Individuals least likely to access services can reach the Warmline by phone. Depending on the situation, a Crisis Mobile Team will be sent to assess the situation. Initial screening assesses immediate needs, and collects basic HMIS data and refers to appropriate shelter and other services. Homeless persons can also enter through local shelters, DSS, day programs, as well as by a newly funded homeless outreach team. All programs use VISPDAT to assess needs of homeless and create by-name list. The CoC gives priority for shelter to homeless assessed as vulnerable and on the street or other place not fit for human habitation.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of**

**the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	11
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	11
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

<b>Performance outcomes from APR reports/HMIS:</b>	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
<b>Monitoring criteria:</b>	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input type="checkbox"/>
Victims of Domestic Violence	<input type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

The CoC prioritizes the needs of the most vulnerable, chronically homeless persons when determining project application priority. Therefore, project applicants whom have agreed to use the CoC's by-name waitlist which prioritizes individuals based on their VI-SPDAT score and meet HUD's Chronic Homelessness definition, are given priority during the ranking and review process. All CoC funded PSH programs use the CoC's by-name waitlist as their main waitlist for new program participants. The CoC's by-name list, ACCESS Housing, prioritizes those homeless residing on the streets; with significant health or disabilities; requiring a high level of support to obtain/maintain housing; frequently utilize crisis or emergency services, and are vulnerable to illness/death. Because of an increase in family homelessness, the CoC prioritize new housing programs targeting families who are or have been victims of domestic violence and young homeless families (between age 18-24).

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

The CoC made the local competition review, ranking, and selection criteria publicly available through a number of emails and public postings. Initially, the CoC posted the CoC Review and Ranking Procedures on the ACDS website on August 19, 2016 after the Ranking Criteria were approved at the CoC Coalition meeting (screen shot, attachments, and minutes of meeting attached). The CoC also emailed approximately 100 members of the Coalition on August 19, 2016 with Review and Ranking criteria. Review and Ranking Criteria/public posting attached. Applicants received an additional email with the review and ranking criteria as well.

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).** 09/10/2016

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 07/05/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes



# 1G. Continuum of Care (CoC) Addressing Project Capacity

## Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

ACDS is under contract with Anne Arundel County to administer the CoC program and designated as the lead agency through the CoC Governance Charter. In both contracts, ACDS is responsible for program monitoring of all CoC funded grants. ACDS staff conducts on-site monitoring of each CoC funded grant including a review of beneficiaries, housing standards, supportive services, project progress, CoC program requirements, employee information, fiscal control, invoicing, procurement/disposition, managing fixed assets, and reports and records. The State of Maryland BHA monitors the Shelter Plus Care program for compliance as well. ACDS reviews APRs and invoices for eligible expenses. On a quarterly basis, the CoC Board also reviews the following performance measures for each project including the State Shelter Plus Care program: data quality, occupancy rate, recidivism, exit destination, income, housing placements and stability. Programs are monitored for HMIS quality by HMIS lead, DSS.

**1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?** Yes

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.** Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.** 4-5

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.** Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?** Yes

**2A-4. What is the name of the HMIS software** Sevice Point

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Bowman Systems

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Select the HMIS implementation Single CoC coverage area:**

**\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$25,000
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
<b>Federal - HUD - Total Amount</b>	<b>\$25,000</b>

### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$0</b>

### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$46,487
State	\$0
<b>State and Local - Total Amount</b>	<b>\$46,487</b>

**2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
<b>Private - Total Amount</b>	<b>\$0</b>

**2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$0
<b>Other - Total Amount</b>	<b>\$0</b>

<b>2B-2.6 Total Budget for Operating Year</b>	<b>\$71,487</b>
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## 2C. Homeless Management Information System (HMIS) Bed Coverage

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 05/05/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	180	17	163	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	92	0	92	100.00%
Rapid Re-Housing (RRH) beds	55	0	55	100.00%
Permanent Supportive Housing (PSH) beds	197	0	197	100.00%
Other Permanent Housing (OPH) beds	17	0	5	29.41%

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

The reason Other Permanent Housing (OPH) beds was below 85 percent coverage is because this project type included 12 beds funded through the HOME Program (TBRA) that were under development at the time and so at the time of the PIT no one was entered into HMIS. The program will provide data into HMIS. Additionally, the rapid re-housing beds project type is at 100% entered. However, the family beds were entered incorrectly and only the units not beds counted as HMIS beds. All members of the families receiving assistance are entered into HMIS, not just the head of household.

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please**

**indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input checked="" type="checkbox"/>
VASH:	<input type="checkbox"/>
Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Monthly

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.**

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	6%
3.3 Date of birth	2%	0%
3.4 Race	2%	0%
3.5 Ethnicity	2%	0%
3.6 Gender	2%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	3%	0%
3.16 Client Location	1%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	1%	0%

**2D-2. Identify which of the following reports your HMIS generates. Select all that apply:**

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>



None	<input type="checkbox"/>
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**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?** 12

**2D-4. How frequently does the CoC review data quality in the HMIS?** Monthly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.** Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input checked="" type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)**

Anne Arundel County does not receive RHY or PATH funding.

## 2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

### Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

**2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes

**2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016

**2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable

**2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

**2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)**

With the exception of the County's Domestic Violence shelter, Anne Arundel County CoC use HMIS reports created by Bowman System to generate a report and mandates all emergency, transitional, and other outreach programs

sheltering the homeless in motels to have their data in the system and updated on the night of the PIT count. We selected this method because it provides the most accurate count for the CoC. The County's Domestic Violence shelter is asked to complete a simple paper survey documenting those being sheltered on the night of count. This documentation is added to the HMIS count in order to complete PIT count. Given all the programs with the exception of the County's domestic violence shelter, including shelters, transitional housing programs, and others participate in the County's HMIS System, this method for collecting the data for the PIT is the most accurate and effective method.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

There was no change to the methodology used in the sheltered PIT count from 2015 to 2016.

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes**

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

One new program was added in 2016. Arundel House of Hope's (AHOH) new family program, a transitional housing program, was added five new beds to the PIT count.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

There was no change to the methodology used in the sheltered PIT count from 2015 to 2016.

## **2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count**

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/27/2016

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Not Applicable

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 05/05/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:**

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)**

The Anne Arundel CoC worked with providers, community members, police, and homeless individuals to identify sites and encampments where the homeless are known to sleep prior to the PIT. The Homeless Coordinator develops multiple teams of volunteers to cover all the known areas and hosts several trainings prior to the night of the PIT to instruct volunteers about the methodology. On the night/early morning of the PIT, each team goes to sites and interviews and counts everyone they find at a site. This method allows the CoC to effectively cover a large County. The known location method makes sense for a large suburban County with small wooded areas behind shopping centers and are not always visible on suburban streets.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

There was no change in the basic methodology of Anne Arundel County CoC's unsheltered PIT Count from 2015 to 2016. The CoC continued to use a known location method.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** No

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

The Anne Arundel CoC utilized a street survey that asked each person interviewed their date of birth and calculated their age. The CoC was able to identify young people staying on the street under the age of 24 as well as through HMIS data if they were sheltered. Therefore, young adults typically between 18-24 are counted as part of both the unsheltered and sheltered numbers. The CoC also works with the State of Maryland to conduct more comprehensive count of homeless youth typically in early October. In this count, the Anne Arundel County school system is able to have youth complete comprehensive surveys. However, this data does not necessary distinguish between HUD's definition of homelessness and the School systems more liberal definition. Additionally, the School system is not allowed to enter youth data into HMIS. The CoC has a subcommittee focused on youth homelessness and obtaining better counts and will work to incorporate new methods in the 2017 PIT count.



## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

The January 27, 2016 PIT count took place during a week of extreme winter weather as the Mid-Atlantic region, including Anne Arundel County, was hit with a severe snowstorm earlier in the week. More than two feet of snow was on the ground on the night of the count and so the street count focused on known areas. The PIT teams relied heavily on the knowledge of homeless persons normally residing in camps but sheltered, as well as outreach staff to identify remaining known locations given the weather. Unfamiliar areas were canvassed (e.g. parking garages, the streets of Annapolis and Glen Burnie).

HMIS teams went to the BWI Airport where homeless persons were reported to have stayed during the storm. Names were collected and de-duplicated.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

#### \* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	335	390	55
Emergency Shelter Total	220	253	33
Safe Haven Total	0	0	0
Transitional Housing Total	67	85	18
Total Sheltered Count	287	338	51
Total Unsheltered Count	48	52	4

#### 3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	970
Emergency Shelter Total	911
Safe Haven Total	0
Transitional Housing Total	174

### 3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

Efforts to reduce the number of individuals and families who become homeless include: (1) the CoC coordinates with emergency assistance providers to address the needs of families and individuals at-risk homelessness; (2) the Director of the County’s Community Action Agency and leaders of several faith-based entities sit on the CoC Board to help identify needs and coordinate prevention services; (3) the CoC works with the County to use CDBG funds for prevention programs; (4) the United Way funds a prevention program in partnership with the School System where school counselors identify families at-risk of homelessness who would benefit from case management and flexible funding; (5) direct coordination with prevention providers is part of the CoC coordinated assessment system; and (6) Crisis workers at the County’s crisis line work to assess needs, discuss options, and make referrals to prevention programs diverting individuals and families from entering shelter when possible.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

The average length of time for people staying in shelter is 84 days in FY2015. This is down from 91 days in FY2014. Because of the high cost of housing, the CoC focuses on increasing the number of affordable units and targeting available housing programs to the most vulnerable. The CoC added 25 non-CoC funded permanent supportive housing units for homeless families. These units will be targeted to families with longest length of time homeless, are disabled, history of domestic violence or are 24 year of age or younger. The CoC identifies individual and families with the longest length of time homeless by using a central by-name waitlist and gives priority to those homeless with the longest history of homelessness following “order of priority.” The CoC uses VI-SDAT to assess and evaluate all homeless persons entering the shelter or through outreach. If an individual or family scores high on the VI-SPDAT, they will be offered PSH first when a bed is available.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:  
Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the**

**retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	91
Of the persons in the Universe above, how many of those exited to permanent destinations?	57
<b>% Successful Exits</b>	<b>62.64%</b>

**3A-4b. Exit To or Retention Of Permanent Housing:**  
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	219
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	203
<b>% Successful Retentions/Exits</b>	<b>92.69%</b>

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

The CoC had a return to homelessness rate of 16%, within two years of exit, based on data reported in Performance Measurement Report. The return to homelessness once in PSH is only 6%. Therefore, the CoC primary effort to reduce returns to homelessness is to secure permanent housing and provide services including 1) targeting best housing intervention through use of by-name wait list; 2) provision of follow-up support such as the Light House Shelter Safe Harbor Alumni Center and Sarah’s House Service Linked Housing Program to provide support to those existing shelter; and 3) building better linkages to the mental health/substance abuse system to mitigate risk and help individuals remain stable in housing. The Anne Arundel CoC is able to monitor returns to homelessness by persons, including families who exited rapid rehousing, by generating the 0555.00 - Shelter Recurrence in the Bowman Systems.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-**

**employment non-cash sources.  
(limit 1000 characters)**

42% of all participants served by CoC funded projects increased their income through employment and/or non-employment sources during FY2015. All CoC funded projects offer employment counseling programs. For example, Sarah's House has an employment specialist who has been successful at helping guests obtain jobs in the casino thereby taking advantage of a new service industry which pay above minimum wage. The CoC works with the County's Workforce Development Corp, which is a member of the Coalition, to ensure homeless participants have access to mainstream programs. As a result the Workforce Dev. Corp. markets programs and trainings to local shelters. CoC-funded projects staff also take advantage of the County's S.O.A.R program to assist participants in applying for SSI/SSDI. Department of Social Service staff present on-site at shelters to help guests obtain Family Investment Administrative benefits.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)**

The Anne Arundel CoC has a strong relationship with Anne Arundel County's Workforce Development Corporation. Workforce Development has designated a staff member as a homeless/community coordinator and is a member of the Anne Arundel County's CoC. They market their programs and training courses at local programs as well as target a number of technical courses direct to the Light House shelter.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?  
(limit 1000 characters)**

The CoC used a "known location" method for identifying areas to send out teams to count on the night of the PIT. Therefore, the only criterion to exclude an area was if no community member, police officer, service worker, or homeless person could identify individuals living in the area.

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?** No

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?  
(limit 1000 characters)**

The CoC used a “known location” method for identifying areas to send out teams to count on the night of the PIT. Therefore, the only criterion to exclude an area was if no community member, police officer, service worker, or homeless person could identify individuals living in the area.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.  
(mm/dd/yyyy)** 08/12/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.  
(limit 1500 characters)**

Data was submitted by the deadline.

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

### Objective 1: Ending Chronic Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.**

- 1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;**
- 2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and**
- 3. The highest needs for new and turnover units.**

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	71	71	0
Sheltered Count of chronically homeless persons	46	43	-3
Unsheltered Count of chronically homeless persons	25	28	3

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015. (limit 1000 characters)**



The CoC saw no change in the total number of chronically homeless persons counted in 2016 in comparison to the prior year, although, one homeless family with five members was counted and only the head of household met HUD’s chronically homeless definition. The results of PIT count were unexpected as the CoC successfully housed 12 chronically homeless persons/households during the year using the by-name waitlist and targeting all CoC funded PSH program units and beds to this population. As indicated below, 38 additional beds were added to the inventory during the past year so the CoC expected to see a corresponding decrease in the total number of chronically homeless in the CoC; however, due to a very tight rental market, the number of homeless persons stayed the same. Additionally, the Count in January 2016 was conducted during the aftermath of a significant East Coast blizzard and more homelessness individuals sought shelter in uninhabitable areas such as at BWI Airport.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	77	115	38

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)**

The primary reason for the increase in the number of CoC-funded PSH beds was due to the prioritization of chronically homeless persons on the CoC’s by-name waitlist and targeting all new beds that became available through turnover to this population. The Housing Commission, which manages the larger CoC-funded TBRA programs, also freed up some units/beds by shifting a few households that were considered stabilized and no longer in need of case management to the mainstream HCV program. Additionally, a HOME funded TBRA program was funded and added an additional 12 beds or six units for chronically homeless families.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** Yes

**3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.** policy attached

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?** No

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

The Anne Arundel CoC has made ending chronic homelessness a top priority for the jurisdiction. The CoC has required all of its PSH to prioritize and give first preference to the chronically homeless and created one by-name waitlist for the CoC for all PSH programs, prioritizing the chronically homeless. The CoC has added units funded through other sources, like the federal HOME program, targeted to the chronically homeless. Given the high cost of housing in AA County, the resource the CoC needs most is funding streams for the provision of rental subsidies with support services. The CoC has successfully tapped into the Housing Commissions' Housing Choice Voucher program, and successfully assisted individuals with obtaining unsubsidized housing. However, the need is greater than the supply. Additional funding for rental housing vouchers would ensure that the CoC moves closer to ending chronic homelessness by 2017.

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

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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

**3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)**

The CoC's plan to rapidly re-house every family who becomes homeless within 30 days with the following strategies: (1) comprehensive assessment to target best available housing intervention by need (e.g. quick return market rate housing, re-unification with family, rapid re-housing, or PSH if a family is determined to be chronically homeless; (2) creation of a Homeless Family by-name wait list and the use of case conferencing for families to help identify best housing option; (3) quickly link families to employment and income resources; (4) prioritize ESG funded rapid re-housing for families; (5) increase supply of rapid rehousing funded by CoC, United Way, private funds; (6) continue to obtain funding for a HOME funded TBRA for chronically homeless vulnerable families; and (7) create new housing options by transitioning all family transitional housing to permanent housing using project based vouchers from the Housing Commission and target housing to more vulnerable families.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	10	17	7

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input checked="" type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

	2015 (for unsheltered count,		
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	most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	34	51	17
Sheltered Count of homeless households with children:	34	50	16
Unsheltered Count of homeless households with children:	0	1	1

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

The CoC saw an increase in the number of families counted in the 2016 PIT. The January 27, 2016 PIT count took place during a week of extreme winter weather as the Mid-Atlantic region, including Anne Arundel County, was hit with a severe snowstorm earlier in the week. Because of the severe weather, homeless individual and families were easier to count as more than normal sought shelter. Also, on the night of the PIT, the Mental Health Agency Crisis Team provided hotel vouchers to six families to ensure they were safe from the storm, all of the family emergency shelters and transitional programs were filled, and AHOH opened a new housing program which served a family of five.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>

Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	18	11	-7

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.**

**(limit 1000 characters)**

There were fewer unaccompanied homeless youth who were in an unsheltered situation in FY2015 than in FY2014. Review of data does not clearly indicate the change between FY2014 and FY2015; although, there is an increase in the awareness and greater concern regarding youth homelessness in the CoC. The CoC has established a committee to better understand youth homelessness in Annapolis and Anne Arundel County in order to better understand trends and needs of this population.

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$105,500.00	\$156,379.00	\$50,879.00
CoC Program funding for youth homelessness dedicated projects:	\$0.00	\$0.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$105,500.00	\$156,379.00	\$50,879.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	24
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	12
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	24

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.  
(limit 1000 characters)**

The AA County's Public School system has a designated Community Liaison for Homelessness who is an active member of the CoC's Board. They serve on the committee for the County's Homeless Youth Reach Count, a State funded homeless youth initiative. Strategic involvement between the School system and CoC has led to a number of partnerships serving homeless families. For example, school PPWs identify and refer at-risk and homeless families to a United Way funded prevention and rapid re-housing program. AHOH, the School System, and the several churches developed a four unit supported housing program for homeless families. All families are referred to the program by the schools PPWs. Both of these programs began as a result of the Anne Arundel County School Systems involvement with the CoC. PPWs and the

Community Liaison are also involved.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.  
(limit 2000 characters)**

The CoC has policies to inform homeless families and unaccompanied youth of their educational rights. Each family shelter/program actively works with PPWs and school personnel to implement policies. For example at Sarah's House Shelter, case workers and childcare staff communicate with PPWs and school administrators about transportation and other eligible services. They 1) organize a school orientation at the beginning of the school year to educate families about rights and resources; 2) arrange and host parent/teacher conference at the shelter; 3) hire a School Age Counselor responsible for identifying children and ensuring families know their education rights and are linked to services; and 4) work together (PPW, teachers, and Program staff) to arrange tutoring and other academic supports for families. School Liaisons and PPW refer families to the Mental Health Agency Crisis Warmline staff, the CoC's coordinated intake, for homeless services.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

Catholic Charities operates a State of Maryland licensed child care program serving infants, toddlers, and youth serving children residing at the Sarah's House family shelter and new 22 unit family housing program. The program works with the Anne Arundel County Public Schools system to help young children transition to public pre-k and kindergarten.



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

### Objective 3: Ending Veterans Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

**3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	28	28	0
Sheltered count of homeless veterans:	24	23	-1
Unsheltered count of homeless veterans:	4	5	1

**3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

The number of veterans counted by AA County CoC on the night of the 2016 PIT count remained the same between 2015 and 2016. In the past year, the CoC has worked with VA and SSVF staff to create a Veteran by-name list of all the homeless veterans in the County and based on this list a total of 48 veterans have obtained housing. The AA County CoC has a VA funded transitional housing program that accepts clients from the entire region, so a number of veterans have moved to the County.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veteran's Affairs services and housing to**

**appropriate resources such as HUD-VASH and SSVF.  
(limit 1000 characters)**

AA CoC works to ensure that all veterans eligible for VA services are identified, assessed and referred to appropriate resources. During the past year, the CoC has created a veteran by-name list and meets monthly to discuss the status and housing options for those on the list. A CRRC outreach social worker from the VA MD Health Care Systems, staff from the regional SSVF program, the County’s homeless coordinator, staff from all of the County’s shelters and other providers attend this monthly meeting. A total of 48 veterans on the list have obtained housing. Eligible veterans are added to the regional HUD-VASH list and referred to all eligible VA services. The Veteran by-name list ensures that all “known” homeless veterans have access to case management. The CoC is able to generate a monthly status report documenting the progress towards ending VA homelessness

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	5	23	360.00%
Unsheltered Count of homeless veterans:	0	5	0.00%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** No

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?  
(limit 1000 characters)**

Given the high cost of housing in AA County, the resource the CoC needs most is finding additional funding streams for the provision of rental subsidies with support services. The CoC has prioritized its PSH programs for the chronically homeless. Although, if a veteran meets the chronically homeless definition and ranks higher on the CoC’s By-Name Vulnerability list than they will be given priority over a non-veteran chronically homeless persons. The HUD-VASH program is a resource although it is prioritized by need and vulnerability on a regional basis in the Baltimore area; therefore, Anne Arundel County homeless

veterans have not received the majority of the vouchers allocated to the County. Hence, additional funding for housing would be the most useful resource.

## 4A. Accessing Mainstream Benefits

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** Yes

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	13
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	13
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

All of the County providers have established procedures to help program participants enroll in health insurance. In fact, during the ranking and review of CoC funded projects, one of the criteria scored as part of the ranking measured the success CoC funded projects have helping their clients obtain health insurance. 100% of participants in CoC funded projects reported that their clients had health insurance (Medicaid or Medicare) on their APRs (both stayers and leavers). The State of Maryland established the Health Care Access Maryland Exchange. HealthCare Access Maryland has 6 satellite offices

throughout Anne Arundel County. Case managers work with participants to help with enrollment including providing transportation to these Health Care Access offices.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

## 4B. Additional Policies

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?**

### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	13
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	13
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

**4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	13
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	13
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

**4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
Crisis Response Team - Outreach to those with disabilities and homeless	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	13	23	10

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)**

**4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?** No

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must**

**include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?** No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)**

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.** Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input checked="" type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>



Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input checked="" type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
First, Vets@Home	04/18/2016	5

## 4C. Attachments

**Instructions:**

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	MD-503 - Communic...	09/08/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	MD-503 FY2016 CoC...	09/12/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	MD-503 Rating & R...	09/08/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	MD-503 Rating and...	09/08/2016
05. CoCs Process for Reallocating	Yes	MD-503 - Process ...	09/13/2016
06. CoC's Governance Charter	Yes	MD-503 Governance...	09/08/2016
07. HMIS Policy and Procedures Manual	Yes	MD-503 HMIS Polic...	09/08/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	MD-503 PHA Admini...	09/08/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	MD-503 - HMIS Agr...	09/13/2016
11. CoC Written Standards for Order of Priority	No	MD-503 - Written ...	09/13/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	MD-503 0 HDX-syst...	09/08/2016
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** MD-503 - Communication to participants

## **Attachment Details**

**Document Description:** MD-503 FY2016 CoC Public Posting Evidence

## **Attachment Details**

**Document Description:** MD-503 Rating & Review Procedure

## **Attachment Details**

**Document Description:** MD-503 Rating and Review - Public Posting Evidence

## **Attachment Details**

**Document Description:** MD-503 - Process for Reallocating

## **Attachment Details**

**Document Description:** MD-503 Governance Charter

## **Attachment Details**

**Document Description:** MD-503 HMIS Policy and Procedure Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MD-503 PHA Administration Plan

## **Attachment Details**

**Document Description:** MD-503 - HMIS Agreement w Lead Agency

## **Attachment Details**

**Document Description:** MD-503 - Written Standard for Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MD-503 0 HDX-system Performance Measures

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page		Last Updated
1A. Identification		09/07/2016
1B. CoC Engagement		09/12/2016
1C. Coordination		09/12/2016
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<b>1D. CoC Discharge Planning</b>	09/02/2016
<b>1E. Coordinated Assessment</b>	09/12/2016
<b>1F. Project Review</b>	09/12/2016
<b>1G. Addressing Project Capacity</b>	09/12/2016
<b>2A. HMIS Implementation</b>	08/30/2016
<b>2B. HMIS Funding Sources</b>	09/07/2016
<b>2C. HMIS Beds</b>	09/12/2016
<b>2D. HMIS Data Quality</b>	09/02/2016
<b>2E. Sheltered PIT</b>	09/07/2016
<b>2F. Sheltered Data - Methods</b>	09/12/2016
<b>2G. Sheltered Data - Quality</b>	09/06/2016
<b>2H. Unsheltered PIT</b>	09/12/2016
<b>2I. Unsheltered Data - Methods</b>	09/12/2016
<b>2J. Unsheltered Data - Quality</b>	09/12/2016
<b>3A. System Performance</b>	09/12/2016
<b>3B. Objective 1</b>	09/12/2016
<b>3B. Objective 2</b>	09/14/2016
<b>3B. Objective 3</b>	09/12/2016
<b>4A. Benefits</b>	09/12/2016
<b>4B. Additional Policies</b>	09/07/2016
<b>4C. Attachments</b>	09/13/2016
<b>Submission Summary</b>	No Input Required

July 5, 2016

Kathryn Philliben, Director  
Catholic Charities – Sarah's House  
2015 20<sup>th</sup> Street  
Ft. Meade, MD 20755

Dear Ms. Philliben,

As you know, HUD has opened the FY2016 Continuum of Care Competition and will be accepting renewal applications as part of the competition. Given the results of the FY2015 CoC Competition where two of Anne Arundel County's transitional housing projects were either not funded or received significantly reduced funding, the CoC has evaluated our CoC's transitional housing programs and have determined they should be reallocated to rapid rehousing or another model which align better HUD's policies and direction.

As you are aware, our CoC Board worked together to identify other funding sources (such as mainstream project based vouchers), in order to transition and maintain Anchor House (3 units) and Sarah's House Transitional Housing Program (22 units) as a housing resource for homeless families.

It is our understanding that your agency responded to the Housing Commission of Anne Arundel County's recent RFP (May 2016) for 22 project based HCV for homeless families and was awarded these vouchers. Therefore, it is our understanding that your agency will not seek to renew Sarah's House Transitional Housing Program in the FY2016 Continuum of Care Competition and the CoC Board will reallocate and make available Sarah's House funds for a new project. If this is not the case, please advise us ASAP.

As always, we look forward to working with you to continue to provide housing for the homeless in Anne Arundel County

Sincerely,



Elizabeth W. Brush  
Planning Manager

EWB



July 5, 2016

Elizabeth Kinney, Executive Director  
The Light House, Inc.  
10 Hudson Street  
Annapolis, MD 21401

Dear Ms. Kinney,

As you know, HUD has opened the FY2016 Continuum of Care Competition and will be accepting renewal applications as part of the competition. Given the results of the FY2015 CoC Competition where two of Anne Arundel County's transitional housing projects were either not funded or received significantly reduced funding, the CoC has evaluated our CoC's transitional housing programs and have determined they should be reallocated to rapid rehousing or another model which align better HUD's policies and direction.

As you are aware, our CoC Board worked together to identify other funding sources (such as mainstream project based vouchers), in order to transition and maintain Anchor House (3 units) and Sarah's House Transitional Housing Program (22 units) as a housing resource for homeless families.

It is our understanding that your agency will respond to the Housing Commission of Anne Arundel County's recent RFP (August 2016) for three project based HCV for homeless families and it is anticipated that your agency will receive these three vouchers beginning on October 1, 2017. Therefore, it is our understanding that your agency will not seek to renew Anchor House in the FY2016 Continuum of Care Competition and the CoC Board will reallocate and make available Anchor House's funds for a new project. If this is not the case, please advise us ASAP.

As always, we look forward to working with you to continue to provide housing for the homeless in Anne Arundel County

Sincerely,



Elizabeth W. Brush  
Planning Manager

EWB



#### Programs

- [Property Rehabilitation](#) ▶
- [Homebuyer Assistance](#) ▶
- [Foreclosure Prevention Counseling Program](#)
- [Additional Programs](#) ▶
- [Homes for Rent/Sale](#) ▶

#### Resources

- [Action Plans](#)
- [CAPER & CAPER Reports](#)
- [Reports & Public Notices](#)
- [Forms & Applications](#)
- [Links to Partners](#)
- [Career Opportunities](#)

#### **FY 2016 Funds For The Continuum Of Care Homeless Assistance Program (CoC Application)**

For your review is the FY2016 Continuum of Care Application is Anne Arundel County's application to HUD to provide permanent supportive housing programs for the homeless. The FY2016 Continuum of Care application is a nationally competitive application is due on September 14, 2016. This year, the Anne Arundel County/Annapolis CoC will be applying for \$2,303,378 which includes all of the existing 11 renewal projects, two new housing projects, and a planning grant. Attached for review is a copy of the following application items including: FY2016 Continuum of Care Application, FY2016 Project/Priority listing; and the 14 project applications. We will accept comments or edits on any part of this application up until 11:00 am September 14, 2016. Please take time to review these documents.

- [FY2016 CoC Application](#)
- [FY2016 CoC Application - Project Listing](#)
- [MD 503 Planning Project Application](#)
- [ACDS Partnership Program Renewal](#)
- [AHOH Community Housing Renewal](#)
- [AHOH Safe Haven I Renewal](#)
- [AHOH Safe Haven II Renewal](#)
- [AHOH WISH Program Renewal](#)
- [BHA S & C Anne Arundel County](#)
- [Catholic Charities Rapid Re-Housing Program](#)
- [CHES Housing Application](#)
- [HCAAA Homeless Permanent Supportive Housing Program SHP I](#)
- [PEP Housing First I Program](#)
- [PEP Housing First II Program](#)
- [Samaritan Program Renewal Application](#)
- [SHOP Program Renewal](#)

U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2016 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Consolidated CoC Application is due to HUD by September 14, 2016. Continuum of Care NOFA is coordinated by Arundel Community Development Services (ACDS).

#### **MD-503 Project Ranking for FY2016 Continuum of Care Competition**

Attached for your review is a copy of Anne Arundel and Annapolis Coalition to End Homelessness Project Ranking. These projects will be submitted as part of the application for FY2016 Federal Continuum of Care funds and have been reviewed and ranked by a committee of the Board of Directors. Minutes of the meeting are available upon request.



Please contact Beth Brush at [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org) if you have questions or comments on the ranking.

#### **Review and Ranking Procedures FY2016**

Attached for your review is a copy of the Anne Arundel and Annapolis Coalition to End Homelessness Review and Ranking Procedures for the FY2016 CoC Application which was approved by the Board of Directors on August 5, 2016 and adopted by the Coalition on August 19, 2016. The specific criteria that will be used include project design criteria, program performance outcomes, occupancy, and grant management measures and can be found on page 6 of the attached Review and Ranking Procedures. All PSH renewals and new projects will be ranked by a committee of the Board of Directors on August 26, 2016 and the results made available to the public no later than August 29th although Project Applicants will be notified by August 26, 2016 of their rank in the CoC Competition.

#### **Key Dates - Renewal Projects**

**August 10, 2016** – Renewal applications finalized by subrecipients. (ACDS staff will enter the renewal applications in ESNAPS and submit to you for review no later than August 5, 2016

**August 10, 2016** – Match letters and Certifications submitted to ACDS

#### **New Projects**

**July 25, 2016** – Letters/emails of Intent to submit for a new project submitted to Beth Brush at 2666 Riva Road, Suite 210, Annapolis, MD 21401, or [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org).

**August 8, 2016** – New Project Applications due to ACDS.

#### **Eligible New Projects**

New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.

New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

Additional Information about New and Renewal Projects Available at HUD's website at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

The Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors is responsible for the review and ranking of all projects submitted as part of the Application for program performance as well as other defined criteria.

Please feel free to contact me directly at (410) 222-7600 ext. 151 or [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org) if I can assist you with any questions you may have regarding the NOFA or the letter of intent. I will do my best to keep you informed throughout this process.

#### **Attachments:**

**[MD-503 Project Ranking for FY2016 Continuum of Care Competition](#)**

**[Review and Ranking Procedures FY2016](#)**

**[Letter date July 12, 2016 for more information](#)**

**[FY2016 Continuum of Care Application Guidance](#)**

**[Key Dates](#)**


Home > Campaigns > 2015 CoC NOFA announcement > Design > Confirm

## You're all set to send

Review the feedback below before sending

- List**  
MailChimp will deliver this to the CoC Meeting List (96 recipients)
- Subject line**  
"FY 2016 Continuum of Care Application - Public Posting Notice"
- Replies**  
All replies will go to Anne Arundel and Annapolis Coalition To End Homelessness <ebrush@acdsinc.org>
- Tracking**  
You chose to track clicks and opens in the HTML email. Clicks in the plain-text email will also be tracked.
- HTML email**  
You're sending an HTML email using the 2015 CoC NOFA announcement template.

### Prepare for launch



You're about to send a campaign to:  
**CoC Meeting List**  
96 subscribers

[Cancel](#)

- Plain-text email**  
A plain-text version of this email will be generated and included automatically. [learn more](#)
- MonkeyRewards**  
A MailChimp affiliate link is included in your template footer.

## Elizabeth Brush

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**From:** Anne Arundel and Annapolis Coalition To End Homelessness  
<[ebrush=acdsinc.org@mail193.atl21.rsgsv.net](mailto:ebrush=acdsinc.org@mail193.atl21.rsgsv.net)> on behalf of Anne Arundel and  
Annapolis Coalition To End Homelessness <[ebrush@acdsinc.org](mailto:ebrush@acdsinc.org)>  
**Sent:** Friday, September 09, 2016 3:12 PM  
**To:** Elizabeth Brush  
**Subject:** FY 2016 Continuum of Care Application - Public Posting Notification

September 09, 2016

Dear Homeless Coalition Member:

### **FY2016 Continuum of Care Competitive Application - Public Notice Notification**

The FY2016 Continuum of Care Application is being made available online at [www.ACDSINC.org](http://www.ACDSINC.org) under the "What's New" section - FY2016 Continuum of Care - for your review beginning tomorrow, Saturday, September 10, 2016. The FY2016 Continuum of Care application is a nationally competitive application due on September 14, 2016. This year, the Anne Arundel County/Annapolis CoC will be applying for \$2,303,378 which includes all of the existing 11 renewal permanent supportive housing projects, two new housing projects, and a planning grant. On the website you will find attached for your review a copy of the following application items including: the FY2016 Continuum of Care Application, FY2016 Project/Priority listing; and the 14 project applications. We will accept comments or edits on any part of this application up until **11:00 am September 14, 2016**. Please take time to review these documents and help us ensure we are putting forth the strongest application possible.

Please let me if you would like me to share via email any of the documents including the FY2016 Continuum of Care Application, FY2016 Project/Priority Listing, or any of the 14 project applications.

As always, if you have any questions, do not hesitate to contact me at 410-222-7600 ext. 151 or at [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org).

Beth Brush

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You are receiving this email because you expressed interest in making homelessness rare and brief in Anne Arundel County and Annapolis.

**Our mailing address is:**

Anne Arundel And Annapolis Coalition To End Homelessness  
10 Hudson Street  
Coalition to End Homelessness  
Annapolis, MD 21401

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)



## Elizabeth Brush

---

**From:** Elizabeth Brush  
**Sent:** Friday, September 09, 2016 3:19 PM  
**To:** 'Kathryn Philliben'; 'Elizabeth Kinney'; 'Mike Drummond'; 'Mario Berninzoni'; 'Jason Labarge'; 'Ryan and Irish Sirmons (pastor@uccannapolis.org)'; 'ghuntley@aaccaa.org'; 'Justin Bieler -DHR- Anne Arundel County'; 'Theresa C. Wellman'; 'dmalinda25@gmail.com'; 'lmhopkins@hcaac.org'; 'Kate Downey'; 'cgray@AAMentalHealth.org'; 'srbrow00@aacounty.org'; 'nschrum@aacounty.org'; 'jneal@aacps.org'; 'Amy Ryan'; Clif Martin (ccmartin@hcaac.org); 'ChristinaS@peponline.org'; McCullough, Linda; 'Judith Cabral -DHMH-'; 'darren.mcgregor@maryland.gov'  
**Subject:** FY2016 Continuum of Care Competitive Application - Public Notice Notification  
**Attachments:** FY2016 CoC Application 9-8-2016.pdf; FY2016 CoC Application - Project Listing.pdf

### **FY2016 Continuum of Care Competitive Application - Public Notice Notification**

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I am attaching a copy of the FY2016 Continuum of Care Application and the FY2016 Project/Priority Listing. Please let me if you would like me to share via email any of the project applications and I will send you an email.

As always, if you have any questions, do not hesitate to contact me at 410-222-7600 ext. 151 or at [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org).

Beth Brush

Elizabeth W. Brush  
Planning Manager  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
410-222-7600 x151  
Fax: 410-222-7619

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**MD-503 Ranking and Review Process for FY2016 Rating and Review.**

Attachments 1 – Copy of Continuum of Care (CoC) Federal Application Process  
(includes ranking criteria page 6)

Attachment 2 – Minutes from August 19, 2016 approving FY2016 Ranking Criteria and process!

Attachment 3 – email dated April 19, 2016 – to over 90 individuals giving notice about the criteria

Attachment 4 – Public Posting, 8-28-2016, providing public notice as to results of project ranking and review committee on both the ACDS website and the Anne Arundel County website.

Attachment 5 – email dated August 26, 2016 – informing CoC of results of ranking and review process

**Attachments 1 – Copy of Continuum of Care (CoC) Federal Application  
Process (includes ranking criteria page 6)**



# ACDS

## Continuum of Care

Homeless Assistance Program

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### Programs

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- CAPER & CAPER Reports
- Reports & Public Notices
- Forms & Applications
- Links to Partners
- Career Opportunities

### FY 2016 Funds For The Continuum Of Care Homeless Assistance Program (CoC Application)

U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2016 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Consolidated CoC Application is due to HUD by September 14, 2016. Continuum of Care NOFA is coordinated by Arundel Community Development Services (ACDS).

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#### Eligible New Projects

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
2. New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

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- [Letter date July 12, 2016 for more information](#)
- [FY2016 Continuum of Care Application Guidance](#)
- [Key Dates](#)

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Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401

[www.acdsinc.org](http://www.acdsinc.org)  
410.222.7600 phone  
410.222.7619 fax

**Anne Arundel and Annapolis Coalition to End Homelessness  
Continuum of Care (CoC) Federal Application Process  
Review and Ranking Procedures FY2016**

Each year the U.S. Department of Housing and Urban Development (HUD) releases the CoC Homeless Assistance Program Notice of Funding Availability (NOFA). The application for funding includes two parts – Part 1 - CoC's Collaborative Application (formally Exhibit 1) which is an summary of the CoC's structure, homeless needs, HMIS data collection, strategic planning, past performance and housing activities and Part 2 – Project Applications (formally Exhibit 2s) which consist of individual new and renewal project applications. The parts are combined and submitted to HUD as one community-wide application. The CoC Collaborative Application is scored and ranked against other CoC's across the nation. Project applications are funded based on how well the Collaborative Application is scored; therefore, it is imperative that each CoC undertakes the planning and implementation of systems as directed by HUD.

#### **HUDs Priorities**

Each year, HUD also establishes priorities for funding based on its own criteria. In order to be competitive all projects should recognize and work to meet HUDs priorities and criteria for funding. The following priorities have been utilized during the past few CoC competition cycles and are in alignment meeting the goals identified within the Federal *Opening Doors Federal Strategic Plan to Prevent and End Homelessness* developed by the United States Interagency Council on Homelessness. The following criteria reflect the direction in which HUD is moving to effect change within the Country's homeless systems of care and applicants, both for renewal and new projects, should evaluate their projects to ensure they meet these criteria. The Board of the Coalition is responsible for ensuring the County's CoC is also meeting these criteria e.g. strategic resource allocation and establishing a coordinated assessment.

#### **Strategic Resource Allocation**

Each CoC must comprehensively review all existing projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities in the Funding Notice. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.

#### **Ending chronic homelessness**

The annual HUD CoC application asks communities to demonstrate the progress they have made toward ending chronic homelessness and in creating permanent supportive housing beds for chronically homeless persons. The CoC must specify specific goals and objectives to increase the number of permanent housing beds for this population annually. The CoC will be asked to report on the progress made based on the goals and objectives from the previous year's application. In addition, the community must report annually in the application the extent to

which the number of chronically homeless persons has been reduced (e.g. part of point-in-time count.)

Increasing Beds: In order to increase the number of beds specifically for the chronically homeless and work towards the goal of ending chronic homelessness by 2015, CoCs will be able to apply for new projects created through reallocation for permanent supportive housing (PSH) that propose to exclusively serve the chronically homeless—which includes individuals and households with children—as defined in 24 CFR 578.3, as part of its comprehensive strategy to end chronic homelessness. Chronically homeless and permanent supportive housing are defined in 24 CFR 578.3. Consistent with the interim rule, the chronically homeless includes individuals and families who have a qualifying disabling condition who have been homeless and living in a place not meant for human habitation, emergency shelter, or safe haven for 1 year continuously or over a period of four occasions in the past 3 years with a cumulative total of one year. It is important to point out that persons in transitional housing **are not** considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program.

Targeting: The chronically homeless should be given priority for non-dedicated PSH beds as vacancies become available through turnover. PSH renewal projects serving specific disabled subpopulations (e.g., persons with mental illness or persons with substance abuse issues) must continue to serve those groups, as required in the current grant agreement. However, the chronically homeless within the specified subpopulation should be prioritized for entry.

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches. Permanent Supportive Housing projects should use a Housing First approach in the design of the program.

### **Ending family homelessness**

Rapid Re-housing is a model of housing assistance that is designed to assist the homeless, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing assistance is time-limited, individualized, and flexible, and is designed to complement and enhance homeless system performance and the performance of other homeless projects. While it can be used for any homeless person, preliminary evidence indicates that it can be particularly effective for households with children.

## **Removing Barriers to CoC Resources.**

CoCs should review system and project level eligibility criteria to identify and remove barriers to accessing services and housing that are experienced by homeless individuals and families.

Centralized or Coordinated Assessment System: Centralized or coordinated assessment is a key step in assessing the needs of the homeless requesting assistance and matching the needs of those households to the most appropriate housing and service options. The CoC Program interim rule requires the implementation of a centralized or coordinated assessment system.

Prioritizing Households Most in Need: CoCs should prioritize those who are identified as most in need (e.g., those who have been living on the street the longest, homeless households with children living in unsheltered situations, those that are considered most medically vulnerable) for placement into appropriate housing. The Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status provides guidance to CoCs and project applicants that receive permanent supportive housing funds in which eligible households should be served in all CoC Program-funded permanent supportive housing.

## **Maximizing the use of mainstream resources**

HUD strongly encourages CoCs and project applicants to ensure that they are maximizing the use of all mainstream services available. While the CoC Program interim rule allows for the payment of certain supportive service costs and Supportive Services Only projects, it is more efficient for CoCs to use mainstream resources where possible and use HUD funds for housing-related costs. CoCs should proactively seek and provide information to CoC Program recipients within their geographic area about mainstream resources and funding opportunities.

CoCs should be actively preparing for implementation of the Affordable Care Act by determining how these funds may be used by CoC Program recipients to serve the homeless. While this will vary by state, CoCs should also be encouraging project recipients to participate in enrollment and outreach activities to ensure eligible households take advantage of new healthcare options.

## **Building Partnerships**

CoCs should proactively seek to engage in partnerships with Public Housing Agencies (PHA) within their geographic area. HUD encourages CoCs to partner with PHAs, for example, to create homeless preferences or adopt strategies to assist current program participants to access PHA housing resources as they become ready to do so. CoCs and PHAs are encouraged to read and use the following HUD Notice (PIH 2013-15) published June 10, 2013: Guidance on housing individuals and families experiencing homelessness through the Public Housing and Housing Choice Voucher Programs. CoCs should assess the extent to which philanthropy plays a role within the community. CoCs and project recipients should consider how to engage with

philanthropic organizations in a way to maximize resources and increase progress towards ending homelessness.

**Other Priority Populations:** While new funding opportunities through reallocation will only be available for the chronically homeless and homeless households with children, HUD also expects CoCs to consider the needs of other homeless populations that may be prevalent in the CoC's geographic area, especially the needs of veterans and their families and unaccompanied youth.

Veterans: CoC Program funded projects should, to the extent possible, prioritize veterans who are ineligible for VA services and their families. CoCs should work closely with the local Department of Veterans Affairs (VA), and coordinate CoC resources with VA-funded housing and services (e.g., HUD-VASH, Supportive Services for Veteran Families (SSVF)).

Homeless Youth: CoCs should be able to identify and describe the needs of homeless youth within the geographic area and the current programs designed to serve this population, including performance.

### **Anne Arundel and Annapolis Coalition to End Homelessness Application Policy**

ACDS is under contract with Anne Arundel County and has been designated by the Coalition to be the "lead agency" for the application process and is responsible for writing and submitting the CoC's Collaborative Application as well as working with current project sponsors and new applicants to submit the project applications. ACDS is responsible for submitting the Grant Inventory Worksheets, Registration, and other preliminary application requirements. ACDS staff will work with the Homeless HMIS coordinator to ensure Point-In-Time (PIT) data and Housing Inventory Data (HIC) is submitted in the Homeless Resource Exchange website by the required deadlines.

ACDS will notify Coalition members and stakeholders of the NOFA release by email, through the lead agency website, Coalition website (?), and other available measures. Based on HUD's NOFA release, a timeline will be developed based on application deadline set by HUD. General grant information, directions for renewal applications, and requests for letters of intent for funding for new projects will be provided at that time.

The submission timeline date for all Project Applications will be established based on the release of the annual HUD Homeless Assistance Program funding NOFA. In accordance with the application timeline, times will be set to enable the Ranking and Review Committee to obtain orientation, to meet for review and feedback.



The Coalition has only two applicants – Anne Arundel County, MD and the Maryland Behavioral Health Administration Department of Health and Mental Hygiene. As only Applicants are able to establish project applications within ESNAPS, HUDs electronic grants management system managed by HUD’s Office of Special Needs Assistance Programs (SNAPS), ACDS, on behalf of Anne Arundel County, will be responsible for entering all project applications into the ESNAPS on behalf of all Project Sponsors.

ACDS will initially enter all Anne Arundel County renewal projects into ESNAPS and provide copies to Project Sponsors for review and edits. Project Sponsors will then need to review and edit the application, including budgets, narratives, and other required charts as necessary and return these edits to ACDS for incorporation into the final project application. ACDS will provide a timeline for edits and reviews based on deadlines set by HUD. ACDS will work with new project sponsors to complete applications and enter the new applications in ESNAPS for submission once the Review and Ranking Committee has selected the final new application.

The Maryland Department of Health and Mental Hygiene will enter the project application for the CoC project (formally known as the Shelter Plus Care Program.)

### **Application Review and Ranking**

This policy is to assure that the Anne Arundel and Annapolis Coalition to End Homelessness (Coalition) ranking and review process is conducted in a fair and impartial manner. This policy also describes the method that will be used to assess the performance and effectiveness for both new and renewal project applications.

The Coalition Board will be responsible for selecting a Review and Ranking Committee, a subgroup of the Coalition Board along with anyone with a interest in the application process to evaluate and rank *renewal and new* projects based on selected ranking criteria. If those selected to serve on the Review and ranking committee, have a Project application entered into the CoC competition, they must recuse self from voting. ACDS will provide staff support for the committee.

The Coalition Board will establish community funding priorities and criteria for reviewing and ranking both renewal and new projects based on community housing and service needs. For the FY2016 competition to following criteria were selected. All project applicants will receive a copy of the completed scoring matrix for their project prior to the final review and ranking committee meeting.

<b>Criteria</b>	<b>Maximum Points</b>
<b>Project Design Criteria</b>	
If PSH, Project uses ACCESS HOUSING LIST as WAITLIST – Project gives priority to those meeting the Chronically Homeless definition and has the highest vulnerability score. (yes=5; no = 0) or	10
If RRH project, length of stay averages 6 month (if new – program design)	10
Project has incorporated a Housing First and low barrier elements into their project operation? (both PSH and RRH). (yes=5; no = 0)	5
Project targets Community identified specialized population services – Either Chronically Homeless or Homeless families with children	5
<b>Program Performance Outcomes</b>	
<b>Housing</b> - % of guests remaining housed or moving to a new permanent placement after six months. – (90-100% = 10; 80-89%=8; 50-79% = 5; 0-19% = 0)	10
<b>Income</b> - increased income; newly gain – (40%-100% = 10; 30-39%=5; 20-29% = 3; 0-19% = 0)	10
<b>Mainstream Benefits</b> – % of guest obtain or maintain mainstream benefits during program year. (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Health Benefits</b> –% of participants obtain or maintain health benefits (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Program Occupancy /Utilization Rate</b> --- (90-100% = 10; 80-89%=8; 50-79% = 5; 0-19% = 0)	10
<b>Grant Expenditure</b> – Fully expended grant funds (100%=10; 95-99%=5; 0-89%=0)	10
<b>Monitoring Results/Program Audit</b> - No Findings (yes=5; no = 0)	5
<b>HMIS</b> – met HMIS data quality requirements (yes=5; no = 0)	10
<b>Drawdown rates</b> – invoices on monthly basis (yes=5; no = 0)	5
	100

The Coalition Board will also be responsible for determining when renewal projects no longer fit a priority need within the County’s CoC or is significantly underperforming. The Coalition Board may suggest re-allocation of these renewal project funds to a new project meeting HUD’s project criteria.

Typically, unless a CoC is re-allocating funds from a renewal project to fund a new project, a CoC is only allowed to submit one new bonus project per application year. At minimum, new projects must be selected based on HUD’s bonus project criteria, however, the Coalition Board will also be responsible for determining any additional criteria to be used to evaluate a new project to ensure they meet local needs and priorities.

Although, local communities are responsible for prioritizing projects in their CoC Applications based on their assessment of local needs and program capacity, HUD’s goal of reducing chronic homelessness and other statutory mandates may lead HUD to change, in some cases, project

priorities identified locally. HUD Tiering as outlined in Continuum of Care Program Application will be reviewed during the Review and Ranking Committee.

### **Appeals**

A project sponsor will have the right to appeal the Ranking and Review committee decisions. All appeals must be submitted in writing to a Co-Chair of the Board of Directors. Appeals must address specific concerns. Appeals are limited to one page and must be submitted before deadline established in the timeframe for appeals. The Coalition Board will review the appeal and provide a response to the applicant based on the established timeline. Typically, rankings will only be revised to improve the opportunity for additional funding based on permanent housing awards, to increase the number of projects funded, or to increase the amount of funds awarded to the CoC.

Board Approved and Adopted August 5, 2016 (with changes)

Anne Arundel & Annapolis Coalition to End Homelessness Approval August 19, 2016.

## Elizabeth Brush

**From:** Elizabeth Brush  
**Sent:** Friday, August 26, 2016 6:07 PM  
**To:** Isazetta Spikes (ispikes@cc-md.org); Amy Ryan; Bobbie Kauffman (luckiestmomonearth@yahoo.com); Brit Fletcher; Bruce Michalec (BRUCE@aafoodbank.org); ChrysalisHouse@aol.com; Dawn Johnson; Dr. Cynthia Edwards; Elizabeth Kinney; Gretchen Huntley; Jen Corbin; Justin Decker; Kathryn Philliben; Keenan Jones; Kelly Anderson; Lakeysha Vaughn; Leo Zerhusen; Lillie Hinkelman; Lisa\_Lima@uss.salvationarmy.org; Livia Pazourek; Loistene Lassiter-Mason; Marcia S. Harton; mberninzoni@arundelhoh.org; Mike Drummond; mknipe@ywcaaac.org; Pam Brown (srbrow00@aacounty.org); Rachel Keller; Rev. Curtis Oliver (francur07@aol.com); Sherry Y Boyd; Theresa C. Wellman; Thomas Nees (tomnees@me.com); Tom Leitzer; Tom Parlett  
**Cc:** 'Kathryn Philliben'; 'Elizabeth Kinney'; 'Mike Drummond'; 'Mario Berninzoni'; 'Jason Labarge'; 'Ryan and Irish Sirmons (pastor@uccanapolis.org)'; 'ghuntley@accaa.org'; 'Justin Bieler -DHR- Anne Arundel County'; 'Theresa C. Wellman'; 'dmalinda25@gmail.com'; 'lmhopkins@hcaac.org'; 'Kate Downey'; 'cgray@AAMentalHealth.org'; 'srbrow00@aacounty.org'; 'nschrump@aacounty.org'; 'jneal@aacps.org'  
**Subject:** CoC Update - FY2016 Project Ranking

August 26, 2016

Dear Homeless Coalition,

Below is a list of the projects to be submitted as part of the FY2016 Federal Continuum of Care Grant due September 14, 2016. They were ranked on August 26, 2016 by a committee of the Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors. Per application instructions, they have been ranked into Tier 1 and Tier 2 projects as noted. Minutes of the ranking and review committee meeting are available upon request, [ebush@acdsinc.org](mailto:ebush@acdsinc.org). Additional information may be found on [www.acdsinc.org](http://www.acdsinc.org) under What's New FY2016 Continuum of Care website. If you have any questions please feel free to contact Beth Brush at 410-222-7600 ext. 151 or [ebush@acdsinc.org](mailto:ebush@acdsinc.org)

### Anne Arundel County and Annapolis Project Application Ranking for FY2016 Continuum of Care Competition.

	Rank	Project Name	Expiring Grant #	Project Type	Amount Requested
	1	HCAAC-Homeless Permanent Housing Program (SHP I)	MD0113L3B03150E PSH		\$ 399,727
	2	PEP- Housing First Program I	MD0257L3B031504 PSH		\$ 67,332
	3	AHOH -Safe Haven I	MD0110L3B03150E PSH		\$ 57,954
	4	MHA S-C Anne Arundel County renewal 2016	MD0114L3B03150E PSH		\$ 412,855
	5	AHOH -WISH Program	MD0108L3B03150E PSH		\$ 60,705
	6	AACMHA SHOP Program	MD0105L3B03150E PSH		\$ 203,620
Tier 1	7	Catholic Charities - Rapid Re-Housing Program	New	RRH	\$ 142,913
	8	AACMHA CHES Program	New	PSH	\$ 105,676
	9	AACMHA - Samaritan Housing Program	MD0104L3B03150E PSH		\$ 67,265
	10	PEP - Housing First Program II	MD0271L3B031504 PSH		\$ 123,160
	11	AHOH - Community Housing Program	MD0238L3B03150E PSH		\$ 60,432
	12	AHOH - Safe Haven II	MD0250L3B03150E PSH		\$ 60,866
	13	ACDS - Anne Arundel Partnership for Permanent Housing	MD0110L3B03150E PSH		\$ 221,810
<b>Tier 2</b>	<b>13</b>	<b>ACDS - Anne Arundel Partnership for Permanent Housing</b>	<b>MD0110L3B03150E PSH</b>		<b>\$ 255,047</b>
		* portion of grant that falls in Tier 2.			\$ 2,239,362

Please let me know if you have any questions.

Elizabeth W. Brush  
Planning Manager  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
410-222-7600 x151  
Fax: 410-222-7619

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**Attachment 2 – Minutes from August 19, 2016 approving FY2016  
Ranking Criteria and process**

**ANNAPOLIS & ANNE ARUNDEL COALITION TO END HOMELESSNESS, INC.  
CONTINUUM OF CARE**

**GENERAL MEETING — AUGUST 19, 2016**

*ACDS Conference Room*

**MINUTES**

**ATTENDEES**

Elizabeth Kinney Exec. Dir., Light House  
Cpl. Amy Miguez Annapolis Police Dept.  
Wendy Dykeman Volunteer  
Tom Parlett Volunteer  
Jean Adams Volunteer  
Rev. Ryan Sirmons UCC Annapolis (Coalition Secretary)  
Amy Ryan AACMHA  
Tanya Clements DSS  
Lanita Hopkins Dir. Housing Svces, Housing Commission of Anne Arundel County  
Melvin S. Colbert Exec. Dir., Housing Authority of the City of Annapolis  
Rev. Alan D. Traher Arundel House of Hope and BRIDGE  
Colleen J. Connor Affordable Housing consultant  
Sharon Hargrove AA Cty. DSS  
Suann Myers AACPS  
Richard Cole Anne Arundel Partnership  
Olivia Jones Partnership Development Group  
Mario Berninzoni Exec. Dir., Arundel House of Hope  
Theresa Wellman Community Development, City of Annapolis  
Justin Bieler AA Cty. DSS (Coalition Co-Chair)  
Jacquelyn Buckman PDG  
Marcel Harris Independent Living Coordinator, AA Cty. DSS  
Beth Brush ACDS  
Lakeia Burden PEP  
Dr. Pamela Brown AACYF  
Diana Taylor AACYF

**DISCUSSION TOPICS**

- I. Welcome and introduction
- II. Coalition Business
- III. Presentation — Trauma-Informed Care
- IV. FY2016 Continuum of Care Application Updates
- V. August Point-In-Time Count
- VI. Community Concerns/Program Updates
- VII. New Business

**ENCLOSURE**

(1) Anne Arundel & Annapolis Coalition to End Homelessness Review and Ranking  
Criteria

## I. WELCOME & INTRODUCTIONS

OPENED AT 9:38am

Page 1 of 2

Chair moved to change the agenda and begin with August Point-In-Time Count

## II. AUGUST POINT-IN-TIME COUNT

- a. Street and shelter count during the summer.
- b. Will provide a number of people who are not served by Winter Relief.
- c. Volunteers: currently set on teams for the count in five segments of the county; agencies have been tasked in each of the areas. Another group will go out through the day to capture any people who were missed. Mr. Bieler suggests that we have enough people to support.

## III. FY2016 CONTINUUM OF CARE APPLICATION

- a. Beth Brush presented on funding applications for new areas:  
PSH for chronically homeless or vulnerable Rapid Rehousing for families
- b. New process this year as we lost funding for transitional funding last year, even though none of our projects last year were low-performing. HUD is not partial t funding transitional housing. We have been working with Sarah's House and Anchor House to replace transitional housing with Section-8 Housing Choice vouchers. If families stay in those units for one year, they will then be at top of the list for housing choice vouchers. Re-allocating this year of Anchor House grant and balance of Sarah's House grant into a new project, which Catholic Charities is applying for as a rapid rehousing program. We also have an opportunity to do a \$100k bonus project for 8 units for chronically homeless (currently being served by CHES grant).
- c. Additionally we are reviewing our 11 PSH programs and seeking renewal. ~100 units are targeted to serve the chronically homeless.
- d. Drawdown rates: ACDS does the drawdown rates with HUD.
- e. Review and ranking process will occur Aug. 26 using objective criteria applied by board members who are not stakeholders in any of the programs.
  - i) Criteria was distributed as per Encl. (1).
  - ii) Motion by Elizabeth Kinney to approve the ranking and review criteria. Seconded by Theresa Wellman. Passed unanimously by voice with no abstentions.

## IV. TRAUMA-INFORMED CARE PRESENTATION

Joan Gillece, National Center for Trauma Informed Care

a. *Concept of Trauma and Guidance for a Trauma-Informed Approach*

<http://store.samhsa.gov/shin/content/SMA14-4884/SMA14-4884.pdf>

b. Brene Brown on Empathy: <https://youtu.be/1Ewvngu369Jw>

c. Contact: Dr. Joan Gillece — [joan.gillece@nasmhpd.org](mailto:joan.gillece@nasmhpd.org) / (703) 682-5195

## VIII. MEETING ADJOURNED AT 11:13AM

**NEXT BOARD MEETING: at Light House Conference Room – September 19, 2016**

**NEXT GENERAL MEETING: October 21, 2016, 9:30am at ACDS.**

SUBMITTED: APPROVED:

//S//

RYAN P. SIRMONS - AUG 20, 2016

Page 2 of 2



**Anne Arundel & Annapolis Coalition to End Homelessness**  
**Review and Ranking Criteria**

Criteria	Maximum Points
<b>Project Design Criteria</b>	
If PSH, Project uses ACCESS HOUSING LIST as WAITLIST – Project gives priority to those meeting the Chronically Homeless definition and has the highest vulnerability score. (yes=10; no = 0)	10
If RRH project, length of stay averages 6 month (if new – program design)	10
Project has incorporated a Housing First and low barrier elements into their project operation? (both PSH and RRH). (yes=5; no = 0)	5
Project targets Community identified specialized population services – either Chronically Homeless or Homeless families with children (yes =5; no= 0)	5
<b>Program Performance Outcomes (APR data)</b>	
<b>Housing</b> - % of guests remaining housed or moving to a new permanent placement after six months. – (90-100% = 10; 80-89%=8; 50-79% = 5; 0-19% = 0)	10
<b>Income</b> - increased income; newly gain – (40%-100% = 10; 30-39%=5; 20-29% = 3; 0-19% = 0)	10
<b>Mainstream Benefits</b> – % of guest obtain or maintain mainstream benefits during program year. (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Health Benefits</b> –% of participants obtain or maintain health benefits (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Program Occupancy /Utilization Rate</b> -- (90-100% = 10; 80-89%=5; 50-79% = 3; 0-19% = 0)	10
<b>Grant Expenditure</b> – Fully expended grant funds (100%=10; 95-99%=5; 0-89%=0)	10
<b>Monitoring Results/Program Audit</b> - No Findings (yes=5; no = 0)	5
<b>HMIS</b> – met HMIS data quality requirements (max 10 pts.)	10
<b>Drawdown rates</b> – invoices on monthly basis (yes=5; no = 0)	5
	100

**Attachment 3 – email dated April 19, 2016 – to over 90 individuals  
giving notice about the criteria for rating and review**

## Elizabeth Brush

---

**From:** Anne Arundel and Annapolis Coalition To End Homelessness  
<ebrush=acdsinc.org@mail67.atl11.rsgsv.net> on behalf of Anne Arundel and  
Annapolis Coalition To End Homelessness <ebrush@acdsinc.org>  
**Sent:** Friday, August 19, 2016 3:47 PM  
**To:** Elizabeth Brush  
**Subject:** FY 2016 Continuum of Care Application - Ranking Criteria

### Ranking and Review Criteria for FY2016 Continuum of Care Application

Dear Homeless Coalition Members:

Below for your review is a copy of the Anne Arundel and Annapolis Coalition to End Homelessness Review and Ranking Criteria for the FY2016 CoC Application which was approved by the Board of Directors on August 5, 2016 and adopted by the Coalition on August 19, 2016. The specific criteria that will be used include project design criteria, program performance outcomes, occupancy, and grant management measures and can be found on page 6 of the attached Review and Ranking Procedures. All PSH renewals and new projects will be ranked by a committee of the Board of Directors on August 26, 2016 and the results made available to the public no later than August 29<sup>th</sup> although Project Applicants will be notified by August 26, 2016 of their rank in the CoC Competition.

The fully policy for the CoC's Ranking and Review Procedures is available upon request at [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org) and will be available online at [acdsinc.org](http://acdsinc.org) under [What's New](#) and the [FY2016 Continuum of Care Application](#).

Criteria	Maximum Points
<b>Project Design Criteria</b>	
If PSH, Project uses ACCESS HOUSING LIST as WAITLIST – Project gives priority to those meeting the Chronically Homeless definition and has the highest vulnerability score. (yes=5; no = 0) or	10
If RRH project, length of stay averages 6 month (if new – program design)	10
Project has incorporated a Housing First and low barrier elements into their project operation? (both PSH and RRH). (yes=5; no = 0)	5
Project targets Community identified specialized population services – Either Chronically Homeless or Homeless families with children	5
<b>Program Performance Outcomes</b>	
<b>Housing</b> - % of guests remaining housed or moving to a new permanent placement after six months. – (90-100% = 10; 80-89%=8; 50-79% = 5;	10

Income increased income, newly gain (10%-100% = 10; 50-79% = 5; 20-29% = 3; 0-19% = 0)	10
<b>Mainstream Benefits</b> – % of guest obtain or maintain mainstream benefits during program year. (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Health Benefits</b> –% of participants obtain or maintain health benefits (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
<b>Program Occupancy /Utilization Rate</b> -- (90-100% = 10; 80-89%=8; 50-79% = 5; 0-19% = 0)	10
<b>Grant Expenditure</b> – Fully expended grant funds (100%=10; 95-99%=5; 0-89%=0)	10
<b>Monitoring Results/Program Audit</b> - No Findings (yes=5; no = 0)	5
<b>HMIS</b> – met HMIS data quality requirements (yes=5; no = 0)	10
<b>Drawdown rates</b> – invoices on monthly basis (yes=5; no = 0)	5
	100

Please let me know if you have any questions at 410-222-7600 ext. 151 or [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org)

Beth Brush  
 Planning Manager  
 ACDS

Copyright © 2016 Anne Arundel And Annapolis Coalition To End Homelessness, All rights reserved.  
 You are receiving this email because you expressed interest in making homelessness rare and brief in Anne Arundel County and Annapolis.

**Our mailing address is:**  
 Anne Arundel And Annapolis Coalition To End Homelessness  
 10 Hudson Street  
 Coalition to End Homelessness  
 Annapolis, MD 21401

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)



**Attachment 4 – Public Posting, 8-28-2016, providing public notice posting results of project rating and review committee on both the ACDS website and the Anne Arundel County website.**



#### Programs

- Property Rehabilitation ▶
- Homebuyer Assistance ▶
- Foreclosure Prevention Counseling Program
- Additional Programs ▶
- Homes for Rent/Sale ▶

#### Resources

- Action Plans
- CAPER & CAPER Reports
- Reports & Public Notices
- Forms & Applications
- Links to Partners
- Career Opportunities

#### **FY 2016 Funds For The Continuum Of Care Homeless Assistance Program (CoC Application)**

**U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2016 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Consolidated CoC Application is due to HUD by September 14, 2016. Continuum of Care NOFA is coordinated by Arundel Community Development Services (ACDS).**

#### **MD-503 Project Ranking for FY2016 Continuum of Care Competition**

**Attached for your review is a copy of Anne Arundel and Annapolis Coalition to End Homelessness Project Ranking. These projects will be submitted as part of the application for FY2016 Federal Continuum of Care funds and have been reviewed and ranked by a committee of the Board of Directors. Minutes of the meeting are available upon request. Please contact Beth Brush at [brush@acdsinc.org](mailto:brush@acdsinc.org) if you have questions or comments on the ranking.**

#### **Review and Ranking Procedures FY2016**

**Attached for your review is a copy of the Anne Arundel and Annapolis Coalition to End Homelessness Review and Ranking Procedures for the FY2016 CoC Application which was approved by the Board of Directors on August 5, 2016 and adopted by the Coalition on August 19, 2016. The specific criteria that will be used include project design criteria, program performance outcomes, occupancy, and grant management measures and can be found on page 6 of the attached Review and Ranking Procedures. All PSH renewals and new projects will be ranked by a committee of the Board of Directors on August 26, 2016 and the results made available to the public no later than August 29th although Project Applicants will be notified by August 26, 2016 of their rank in the CoC Competition.**

#### **Key Dates - Renewal Projects**

- **August 10, 2016** – Renewal applications finalized by subrecipients. (ACDS staff will enter the renewal applications in ESNAPS and submit to you for review no later than August 5, 2016)
- **August 10, 2016** – Match letters and Certifications submitted to ACDS

#### **New Projects**

- **July 25, 2016** – Letters/emails of Intent to submit for a new project submitted to Beth Brush at 2666 Riva Road, Suite 210, Annapolis, MD 21401, or [brush@acdsinc.org](mailto:brush@acdsinc.org).
- **August 8, 2016** – New Project Applications due to ACDS.

#### **Eligible New Projects**

1. **New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.**
2. **New rapid rehousing projects which will serve homeless individuals**

and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

**Additional Information about New and Renewal Projects Available at HUD's website at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.**

**The Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors is responsible for the review and ranking of all projects submitted as part of the Application for program performance as well as other defined criteria.**

**Please feel free to contact me directly at (410) 222-7600 ext. 151 or [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org) if I can assist you with any questions you may have regarding the NOFA or the letter of intent. I will do my best to keep you informed throughout this process.**

**Attachments:**

- [MD-503 Project Ranking for FY2016 Continuum of Care Competition](#)
- [Review and Ranking Procedures FY2016](#)
- [Letter date July 12, 2016 for more information](#)
- [FY2016 Continuum of Care Application Guidance](#)
- [Key Dates](#)

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Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401

[www.acdsinc.org](http://www.acdsinc.org)  
410.222.7600 phone  
410.222.7619 fax


[Home](#)
[Boards & Commissions](#)
[Coalition To End Homelessness](#)


## In the Spotlight



### Notice of Grant Opportunity

Anne Arundel County has received an award of \$58,401 from the federal Emergency Food and Shelter National Board Program to meet the critical food and shelter needs of County citizens. Deadline 7/29/2016 at 5 p.m.



### Homeless Resource Day

A "one-day, one stop" opportunity for individuals and families experiencing homelessness. Homeless Resource Day will be held at Brooklyn Park Middle on April 9, 2016.



### Volunteer Homeless Resource Day Registration is Closed

Volunteer registration is now closed, Thank you for your interest.



## About

The Anne Arundel and Annapolis Coalition to End Homelessness ("Homeless Coalition"), is the County's Homeless Continuum of Care Planning Group. The Homeless Coalition consists of over 50 County and City of Annapolis agencies, concerned citizens, nonprofit homeless service providers, private nonprofit organizations serving special needs clientele, as well as others with interests and roles in ending homelessness in the County.

The Homeless Coalition meets regularly at 2666 Riva Road, 2nd Floor (ACDS Board Room) Annapolis, MD 21401.

To receive information on when the next AACO and Annapolis Coalition To End Homelessness meeting will be please contact [Justin Bieler](#)



## MD-503 Project Ranking for FY2016 Continuum of Care Competition

Below for your review is a copy of Anne Arundel and Annapolis Coalition to End Homelessness Project Ranking. These projects will be submitted as part of the application for FY2016 Federal Continuum of Care funds and have been reviewed and ranked by a committee of the Board of Directors. Minutes of the meeting are available upon request. Please contact Beth Brush at [brush@acdsinc.org](mailto:brush@acdsinc.org) if you have questions or comments on the ranking.

MD-503 Project Ranking for FY2016 Continuum of Care Competition

### Reports

#### Point in Time Count

The Point-in-Time (PIT) count is a count of sheltered and unsheltered homeless persons on a single night in January. HUD requires that Continuums of Care conduct an annual count of homeless persons who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night.

Continuums of Care also must conduct a count of unsheltered homeless persons every other year (odd numbered years). Each count is planned, coordinated, and carried out locally. Each year Anne Arundel County partners with County and City of Annapolis Police, non-profits, faith based organizations, and community volunteers to survey the homeless on the street.

If you want to learn how you can participate in the Point In Time Count for 2016 please contact Justin Bieler at [justin.bieler@maryland.gov](mailto:justin.bieler@maryland.gov) or (410) 269-4749

[Link to Report](#)

#### Annual Homeless Assessment Report

(AHAR) is a report to the U.S. Congress on the extent and nature of homelessness in the United States. It provides counts of the homeless population and describes their demographic characteristics and service use patterns. The AHAR is based on local data from Point-in-Time counts, Housing Inventory Counts, and Homeless Management Information Systems (HMIS).

Anne Arundel County's report is based on the Federal Fiscal Year (October - September)

[Link to Report](#)

#### Anne Arundel County Homeless Report

Each year Anne Arundel County summarizes the amount of people that are served by homeless providers across the county. This report not only outlines how many people entered the shelter system, but also documents those that came in looking for services but were diverted from the shelter system.

This report is based on the calendar year (Jan, 1 2014 - Dec 31, 2014). For more information about this report contact Justin Bieler at [justin.bieler@maryland.gov](mailto:justin.bieler@maryland.gov)

[Link to Report](#)

Anne Arundel County and Annapolis Project Application Ranking for FY2016 Continuum of Care Competition.

Rank	Applicant Name	Project Name	Expiring Grant #	Project Type	Component Type	Amount Requested
	1 Anne Arundel County, MD	HCAAC-Homeless Permanent Housing Program (SHP I)	MDD0113L3B031508	PSH	Rental Assistance	\$ 399,727
	2 Anne Arundel County, MD	PEP - Housing First Program I	MDD0257L3B031504	PSH	Rental Assistance	\$ 67,332
	3 Anne Arundel County, MD	AHOH - Safe Haven I	MDD0110L3B031508	PSH	Operating/Suppo	\$ 57,954
	4 Maryland Department of Housing MHA S+C Anne Arundel County renewal 2016	AHOH -WISH Program	MDD0114L3B031508	PSH	Rental Assistance	\$ 412,855
	5 Anne Arundel County, MD	AHOH -WISH Program	MDD0108L3B031508	PSH	Leasing/Operatin	\$ 60,705
	6 Anne Arundel County, MD	AACMHA SHOP Program	MDD0105L3B031508	PSH	Rental Assistance	\$ 203,620
Tier 1	7 Anne Arundel County, MD	Catholic Charities - Rapid Re-Housing Program	New	RRH	Rental Assistance	\$ 142,913
	8 Anne Arundel County, MD	AACMHA CHES Program	New	PSH	Rental Assistance	\$ 105,676
	9 Anne Arundel County, MD	AACMHA - Samaritan Housing Program	MDD0104L3B031506	PSH	Rental Assistance	\$ 67,265
	10 Anne Arundel County, MD	PEP - Housing First Program II	MDD0271L3B031504	PSH	Rental Assistance	\$ 123,160
	11 Anne Arundel County, MD	AHOH - Community Housing Program	MDD0238L3B031505	PSH	Leasing/Operatin	\$ 60,432
	12 Anne Arundel County, MD	AHOH - Safe Haven II	MDD0250L3B031506	PSH	Operating/Suppo	\$ 60,866
	13 Anne Arundel County, MD	ACDS - Anne Arundel Partnership for Permanent Housing	MDD0110L3B031508	PSH	Rental Assistance	\$ 221,810
Tier 2	13 Anne Arundel County, MD	ACDS - Anne Arundel Partnership for Permanent Housing*	MDD0110L3B031508	PSH	Rental Assistance	\$ 255,047

\* portion of grant that falls in Tier 2.

\$ 2,239,362

**Attachment 5 – email dated August 26, 2016 – informing CoC of  
results of rating and review committee**

## Elizabeth Brush

**From:** Elizabeth Brush  
**Sent:** Friday, August 26, 2016 6:07 PM  
**To:** Isazetta Spikes (ispikes@cc-md.org); Amy Ryan; Bobbie Kauffman (luckiestmomonearth@yahoo.com); Brit Fletcher; Bruce Michalec (BRUCE@aafoodbank.org); ChrysalisHouse@aol.com; Dawn Johnson; Dr. Cynthia Edwards; Elizabeth Kinney; Gretchen Huntley; Jen Corbin; Justin Decker; Kathryn Philliben; Keenan Jones; Kelly Anderson; Lakeysha Vaughn; Leo Zerhusen; Lillie Hinkelman; Lisa\_Lima@uss.salvationarmy.org; Livia Pazourek; Loistene Lassiter-Mason; Marcia S. Harton; mberninzoni@arundelhoh.org; Mike Drummond; mknipe@ywcaaac.org; Pam Brown (srbrow00@aacounty.org); Rachel Keller; Rev. Curtis Oliver (francur07@aol.com); Sherry Y Boyd; Theresa C. Wellman; Thomas Nees (tomnees@me.com); Tom Leitzer; Tom Parlett  
**Cc:** 'Kathryn Philliben'; 'Elizabeth Kinney'; 'Mike Drummond'; 'Mario Berninzoni'; 'Jason Labarge'; 'Ryan and Irish Sirmons (pastor@uccannapolis.org)'; 'ghuntley@accaa.org'; 'Justin Bieler -DHR- Anne Arundel County'; 'Theresa C. Wellman'; 'dmalinda25@gmail.com'; 'lmhopkins@hcaac.org'; 'Kate Downey'; 'cgray@AAMentalHealth.org'; 'srbrow00@aacounty.org'; 'nschrump@aacounty.org'; 'jNeal@aacps.org'  
**Subject:** CoC Update - FY2016 Project Ranking

August 26, 2016

Dear Homeless Coalition,

Below is a list of the projects to be submitted as part of the FY2016 Federal Continuum of Care Grant due September 14, 2016. They were ranked on August 26, 2016 by a committee of the Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors. Per application instructions, they have been ranked into Tier 1 and Tier 2 projects as noted. Minutes of the ranking and review committee meeting are available upon request, [ebush@acdsinc.org](mailto:ebush@acdsinc.org). Additional information may be found on [www.acdsinc.org](http://www.acdsinc.org) under What's New FY2016 Continuum of Care website. If you have any questions please feel free to contact Beth Brush at 410-222-7600 ext. 151 or [ebush@acdsinc.org](mailto:ebush@acdsinc.org)

### Anne Arundel County and Annapolis Project Application Ranking for FY2016 Continuum of Care Competition.

	Rank	Project Name	Expiring Grant #	Project Type	Amount Requested
	1	HCAAC-Homeless Permanent Housing Program (SHP I)	MD0113L3B031506	PSH	\$ 399,727
	2	PEP- Housing First Program I	MD0257L3B031504	PSH	\$ 67,332
	3	AHOH-Safe Haven I	MD0110L3B031506	PSH	\$ 57,954
	4	MHA S+C Anne Arundel County renewal 2016	MD0114L3B031506	PSH	\$ 412,855
	5	AHOH-WISH Program	MD0108L3B031506	PSH	\$ 60,705
	6	AACMHA SHOP Program	MD0105L3B031506	PSH	\$ 203,620
Tier 1	7	Catholic Charities - Rapid Re-Housing Program	New	RRH	\$ 142,913
	8	AACMHA CHES Program	New	PSH	\$ 105,676
	9	AACMHA-Samaritan Housing Program	MD0104L3B031506	PSH	\$ 67,265
	10	PEP- Housing First Program II	MD0271L3B031504	PSH	\$ 123,160
	11	AHOH- Community Housing Program	MD0238L3B031506	PSH	\$ 60,432
	12	AHOH- Safe Haven II	MD0250L3B031506	PSH	\$ 60,866
	13	ACDS - Anne Arundel Partnership for Permanent Housing	MD0110L3B031506	PSH	\$ 221,810
<b>Tier 2</b>	<b>13</b>	<b>ACDS - Anne Arundel Partnership for Permanent Housing</b>	<b>MD0110L3B031506</b>	<b>PSH</b>	<b>\$ 255,047</b>
		* portion of grant that falls in Tier 2.			\$ 2,239,362

Please let me know if you have any questions.

Elizabeth W. Brush  
Planning Manager  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
410-222-7600 x151  
Fax: 410-222-7619

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# ACDS

## Continuum of Care

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- Homebuyer Assistance ▶
- Foreclosure Prevention Counseling Program ▶
- Additional Programs ▶
- Homes for Rent/Sale ▶

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- Action Plans
- CAPER & CAPER Reports
- Reports & Public Notices
- Forms & Applications
- Links to Partners
- Career Opportunities

### FY 2016 Funds For The Continuum Of Care Homeless Assistance Program (CoC Application)

U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2016 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Consolidated CoC Application is due to HUD by September 14, 2016. Continuum of Care NOFA is coordinated by Arundel Community Development Services (ACDS).

#### Review and Ranking Procedures FY2016

Attached for your review is a copy of the Anne Arundel and Annapolis Coalition to End Homelessness Review and Ranking Procedures for the FY2016 CoC Application which was approved by the Board of Directors on August 5, 2016 and adopted by the Coalition on August 19, 2016. The specific criteria that will be used include project design criteria, program performance outcomes, occupancy, and grant management measures and can be found on page 6 of the attached Review and Ranking Procedures. All PSH renewals and new projects will be ranked by a committee of the Board of Directors on August 26, 2016 and the results made available to the public no later than August 29th although Project Applicants will be notified by August 26, 2016 of their rank in the CoC Competition.

#### Key Dates - Renewal Projects

- August 10, 2016 - Renewal applications finalized by subrecipients. (ACDS staff will enter the renewal applications in ESNAPS and submit to you for review no later than August 5, 2016)
- August 10, 2016 - Match letters and Certifications submitted to ACDS

#### New Projects

- July 25, 2016 - Letters/emails of Intent to submit for a new project submitted to Beth Brush at 2666 Riva Road, Suite 210, Annapolis, MD 21401, or [ebbrush@acdsinc.org](mailto:ebbrush@acdsinc.org).
- August 8, 2016 - New Project Applications due to ACDS.

#### Eligible New Projects

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
2. New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

Additional Information about New and Renewal Projects Available at HUD's website at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

The Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors is responsible for the review and ranking of all projects submitted as part of the Application for program performance as well as other defined criteria.



Please feel free to contact me directly at (410) 222-7600 ext. 151 or [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org) if I can assist you with any questions you may have regarding the NOFA or the letter of intent. I will do my best to keep you informed throughout this process.

Attachments:

- [Review and Ranking Procedures FY2016](#)
- [Letter date July 12, 2016 for more information](#)
- [FY2016 Continuum of Care Application Guidance](#)
- [Key Dates](#)

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Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401

[www.acdsinc.org](http://www.acdsinc.org)  
410.222.7600 phone  
410.222.7619 fax

## **FY 2016 CoC Competition Reallocation Process**

Anne Arundel CoC has a reallocation policy, attached and made available on the ACDS website, which is part of the Anne Arundel and Annapolis Coalition to End Homelessness (Anne Arundel County/Annapolis Continuum of Care) FY2016 Continuum of Care Application Guidance. The reallocation process the MD-503 CoC followed was collaborative and part of a larger strategic planning effort to maintain housing for homeless families within our County.

As HUD requested as during the FY2015 CoC Application process, Anne Arundel and Annapolis CoC began reviewing and evaluating its transitional housing programs - and due to the subsequent loss of funds for two of the CoC's transitional housing programs - the Anne Arundel and Annapolis CoC worked over the winter/spring of 2016 to find alternative funding for these programs so that the County would not lose over 25 units of housing for homeless families. The Housing Commission, a Board member of the CoC, made available project based Housing Choice Vouchers for the County's three CoC funded transitional housing providers through an RFP process. As a result, the transitional housing operators applied for project based vouchers and will be transitioning all these units to permanent housing.

In terms of timing, this process happened prior to the release of the FY2016 Continuum of Care Application. Therefore, the CoC planned to reallocate funds from Sarah's House Transitional Housing Program and Anchor House Transitional Housing Program prior to the opening of the FY2016 competition. See minutes from May 6, 2016 CoC Board meeting. Neither of the two programs submitted applications for their renewal projects during the competition.

### **Attachments**

- 1) Letters to transitional housing renewal projects.
- 2) Copy of ACDS website – where the FY2016 Continuum of Care Application Guidance was posted. General Reallocation Policies (page 8).
- 3) Copy of email sent July 12, 2016 to CoC list of over 90 people requesting proposals providing information about New Applications including the availability of approximately \$142,000 in reallocated funds.
- 4) Minutes from May 6, 2016 Board meeting – discussing process of finding new funding for CoC funded transitional housing programs. Page 3 of 4
- 5) Email to CoC dated August 12, 2016 updating about FY2016 Application Received and Reallocation notice of two transitional projects.
- 6) Minutes from August 19, 2016 notifying General Coalition of the reallocation of Anchor House and Sarah's House. Page 2.



# **Attachment 1**

# ACDS

## Arundel Community Development Services, Inc.

July 5, 2016

Kathryn Philliben, Director  
Catholic Charities – Sarah's House  
2015 20<sup>th</sup> Street  
Ft. Meade, MD 20755

Dear Ms. Philliben,

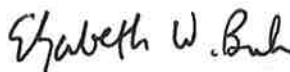
As you know, HUD has opened the FY2016 Continuum of Care Competition and will be accepting renewal applications as part of the competition. Given the results of the FY2015 CoC Competition where two of Anne Arundel County's transitional housing projects were either not funded or received significantly reduced funding, the CoC has evaluated our CoC's transitional housing programs and have determined they should be reallocated to rapid rehousing or another model which align better HUD's policies and direction.

As you are aware, our CoC Board worked together to identify other funding sources (such as mainstream project based vouchers), in order to transition and maintain Anchor House (3 units) and Sarah's House Transitional Housing Program (22 units) as a housing resource for homeless families.

It is our understanding that your agency responded to the Housing Commission of Anne Arundel County's recent RFP (May 2016) for 22 project based HCV for homeless families and was awarded these vouchers. Therefore, it is our understanding that your agency will not seek to renew Sarah's House Transitional Housing Program in the FY2016 Continuum of Care Competition and the CoC Board will reallocate and make available Sarah's House funds for a new project. If this is not the case, please advise us ASAP.

As always, we look forward to working with you to continue to provide housing for the homeless in Anne Arundel County

Sincerely,



Elizabeth W. Brush  
Planning Manager

EWB

# ACDS

## Arundel Community Development Services, Inc.

July 5, 2016

Elizabeth Kinney, Executive Director  
The Light House, Inc.  
10 Hudson Street  
Annapolis, MD 21401

Dear Ms. Kinney,


As you know, HUD has opened the FY2016 Continuum of Care Competition and will be accepting renewal applications as part of the competition. Given the results of the FY2015 CoC Competition where two of Anne Arundel County's transitional housing projects were either not funded or received significantly reduced funding, the CoC has evaluated our CoC's transitional housing programs and have determined they should be reallocated to rapid rehousing or another model which align better HUD's policies and direction.

As you are aware, our CoC Board worked together to identify other funding sources (such as mainstream project based vouchers), in order to transition and maintain Anchor House (3 units) and Sarah's House Transitional Housing Program (22 units) as a housing resource for homeless families.

It is our understanding that your agency will respond to the Housing Commission of Anne Arundel County's recent RFP (August 2016) for three project based HCV for homeless families and it is anticipated that your agency will receive these three vouchers beginning on October 1, 2017. Therefore, it is our understanding that your agency will not seek to renew Anchor House in the FY2016 Continuum of Care Competition and the CoC Board will reallocate and make available Anchor House's funds for a new project. If this is not the case, please advise us ASAP.

As always, we look forward to working with you to continue to provide housing for the homeless in Anne Arundel County

Sincerely,

  
Elizabeth W. Brush  
Planning Manager

EWB

K:\Planning Documents\Continuum of Care\2016 CoC Application\Re-Allocation Letter -Catholic Charities.docx

# **Attachment 2**



# ACDS

## Continuum of Care

### Homeless Assistance Program

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#### Key Dates - Renewal Projects

- August 10, 2016 - Renewal applications finalized by subrecipients. (ACDS staff will enter the renewal applications in ESNAPS and submit to you for review no later than August 5, 2016)
- August 10, 2016 - Match letters and Certifications submitted to ACDS

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- August 8, 2016 - New Project Applications due to ACDS.

#### Eligible New Projects

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
2. New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

Project Applicants will be notified no later than August 25, 2016 of the inclusion and rank in the CoC Competition.

Additional Information about New and Renewal Projects Available at HUD's website at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

The Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors is responsible for the review and ranking of all projects submitted as part of the Application for program performance as well as other defined criteria.

Please feel free to contact me directly at (410) 222-7600 ext. 151 or [brush@acdsinc.org](mailto:brush@acdsinc.org) if I can assist you with any questions you may have regarding the NOFA or the letter of intent. I will do my best to keep you informed throughout this process.

#### Attachments:

- Letter date July 12, 2016 for more information
- FY2016 Continuum of Care Application Guidance
- Key Dates

+ includes re-allocation Policy

**Anne Arundel and Annapolis Coalition To End Homelessness  
(Anne Arundel County/Annapolis Continuum of Care)**

**FY2016 Continuum of Care Application Guidance**

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## **FY 2016 Continuum of Care Application HUD's Homeless Policy and Program Priorities**

**Policy Priorities.** The FY2016 Continuum of Care Application focuses on the HUD's goals articulated in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*. The goals of *Opening Doors* are consistent with the Department's homeless goals as stated in HUD's Strategic Plan. This section explains HUD's Policy Priorities for this CoC Program Competition NOFA and provides Collaborative Applicants and Project Applicants with additional context about the selection criteria and selection process. The actual selection criteria and selection process are described in Section VII, Application Review Information.

***Create a systemic response to homelessness.*** In addition to having the right programs to end homelessness, CoCs should be developing the systemic supports that ensure homeless assistance is well coordinated, well managed, inclusive, transparent, and achieves positive outcomes.

***Measure System Performance.*** HUD has developed system performance measures to assess the overall impact of a CoC's homeless assistance efforts. These measures track the average length of homeless episodes, rates of return to homelessness, and other factors that determine whether a CoC is effectively serving people experiencing homelessness. CoCs should be using these measures and analyzing how they can improve their system to achieve better performance.

***Create an effective Coordinated Entry process.*** Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities' outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- i. make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- ii. prioritize persons with the longest histories of homelessness and the most extensive needs;
- iii. lower barriers to entering programs or receiving assistance; and,
- iv. ensure that persons receive assistance and are housed as quickly as possible.

***Promote participant choice.*** CoCs should do everything they can to support the choices made by persons experiencing homelessness. For example, some persons may prefer programs where residents are focused on obtaining support to recover from substance use disorders. While these projects often include many housing first features, they may also be alcohol and drug free to support the continued sobriety of their participants. Another example is the choice of where to live. Most persons experiencing homelessness struggle to balance the cost and quality of their available housing options. Whenever possible, programs should support participant's choices.

***Plan as a system.*** CoCs should be coordinating homeless assistance and mainstream housing and service providers to ensure that people experiencing homelessness receive assistance as quickly as possible and that the assistance is focused on helping them obtain and retain housing. CoCs should be monitoring each provider's performance, eligibility criteria, target populations, and



cultural competence. They should also ensure that providers work together when a participant is moving from one program to another or when more than one program is serving the same person.

***Make the delivery of homeless assistance more open, inclusive, and transparent.*** CoCs should ensure that the needs of all individuals and families experiencing homelessness are represented within the CoC structure by including persons who have experienced homelessness throughout the planning process and in leadership and oversight roles. CoCs should also include organizations representing persons fleeing domestic violence, the Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) community, victims of human trafficking, unaccompanied youth, individuals with disabilities and different types of disabilities, and other relevant populations in their planning body. These steps ensure that service delivery is client-centered and culturally competent.

***Strategically allocate resources.*** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness, including CoC and ESG Program funds, state and local funds, public and assisted housing units, mainstream service resources such as Medicaid, Child Care and Development Fund (CCDF), Head Start, Maternal, Infant and Early Childhood Home Visiting (MIECHV), and philanthropic efforts. CoCs should manage the performance of all projects in the community and reallocate resources whenever doing so will better help them end homelessness. Steps to consider:

***Comprehensively review project quality, performance, and cost effectiveness.*** CoCs should use objective, performance based scoring criteria and selection priorities that are approved by the CoC to determine the extent to which each project addresses HUD's policy priorities. CoCs should reallocate funds to new projects whenever reallocation would improve outcomes and reduce homelessness. CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.

***Maximize the use of mainstream and other community-based resources.*** CoCs should educate all stakeholders in the community about mainstream resources and funding opportunities, particularly new opportunities made available under the Affordable Care Act. Additionally, CoCs and homeless assistance providers should partner with other stakeholders within the community, such as Public Housing Agencies (PHAs), philanthropic organizations, and other agencies and organizations that have resources that could serve persons experiencing homelessness.

***Review transitional housing projects.*** Recent research shows that transitional housing is generally more expensive and achieves similar or worse outcomes than other housing models serving similar populations. HUD recognizes that transitional housing may be an effective tool for addressing certain needs—such as housing for underage homeless youth experiencing homelessness, safety for persons fleeing domestic violence, and assisting with recovery from addiction. HUD strongly encourages CoCs and recipients to carefully review the transitional housing projects within the CoC's geographic area for cost-effectiveness, performance, and for the number and type of eligibility criteria to determine whether it should be reallocated to rapid rehousing or another model.

**Integration.** Recipients must administer their programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities. Recipients operating projects serving chronically homeless individuals and families must ensure individuals with disabilities can interact with individuals without disabilities to the fullest extent possible.

**End chronic homelessness.** To end chronic homelessness by 2017, HUD encourages three areas of focus:

*Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.* CoCs should prioritize chronically homeless individuals, youth, and families who have the longest histories of homelessness and the highest needs for new and turnover units by implementing Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Record keeping Requirements for Documenting Chronic Homeless Status.

*Increase units.* CoCs should create new permanent supportive housing units that are dedicated to individuals, youth, and families experiencing chronic homelessness; and, if CoCs have not already done so, dedicate existing permanent supportive housing units to those experiencing chronic homelessness. There are numerous ways a community can increase permanent supportive housing units, including applying for CoC Program funds, partnering with PHAs for rental assistance, and strengthening connections to Medicaid to pay for services in permanent supportive housing.

*Improve Outreach.* To decrease the number of persons experiencing chronic homelessness in a community, the community must identify and continually engage all persons who are currently experiencing sheltered or unsheltered chronic homelessness and those who are in jeopardy of experiencing chronic homelessness. This includes ensuring effective communication with individuals with disabilities and taking reasonable steps to ensure meaningful access to services, programs, and activities by persons with Limited English Proficiency (LEP persons).

***End family homelessness.***

Most families experiencing homelessness can be housed quickly and stably using rapid rehousing. Some will need the long-term support provided by a permanent housing subsidy or permanent supportive housing. CoCs should ensure that families can easily access housing assistance tailored to their strengths and needs and, through partnerships, increase access to mainstream affordable housing. For most CoCs this will require expanding rapid rehousing programs. HUD encourages CoCs to use reallocation to create new rapid rehousing projects and to use ESG and other funding sources to expand rapid rehousing assistance.

***End youth homelessness.*** CoCs should understand the varied and unique needs of youth experiencing homelessness, and reach out to youth-serving systems and providers to encourage their active participation in the CoC. CoCs and youth serving organizations should work together to develop resources and programs that better end youth homelessness and meet the needs of homeless youth, including LGBTQ youth. HUD recipients must comply with HUD's final rule, Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

which requires that HUD-assisted and HUD-insured housing programs are made available to all otherwise eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status. Please see also Notice CPD-15-02: Appropriate Placement for Transgender Persons in Single –Sex Emergency Shelters and Other Facilities.

When evaluating the performance of youth programs, CoCs should take into account the specific challenges faced by youth experiencing homelessness. When CoCs identify lower performing youth serving projects, they should seek to reallocate funds from those projects to projects that will achieve better outcomes for youth. In coordination with mainstream programs, CoCs should also consider how they can best serve young people who are fleeing domestic violence, human trafficking, or who are exchanging sex for housing.

**6. End veteran homelessness.** Ending veteran homelessness is within reach for many communities, and CoCs should take specific steps to reach this goal including prioritizing veterans and their families for assistance when they cannot be effectively assisted with VA services, and coordinating closely with veteran serving organizations and VA-funded housing and services. Communities that have effectively ended veteran homelessness should continuously assess the performance of the homeless assistance system to ensure the continued achievement by periodically reviewing the criteria and benchmarks established by HUD, VA, and USICH.

**7. Use a Housing First Approach.** *Housing First* is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often have supportive services; however, participation in these services is based on the needs and desires of program participants. Following are specific steps to support a Housing First approach:

a. *Use Data to quickly and stably house homeless persons.* Programs that use a Housing First approach should be moving individuals and families quickly into permanent housing. CoCs should measure the length of time it takes for programs to move households into permanent housing and help providers improve performance.

b. *Engage landlords and property owners.* Identify and recruit landlords of units in the geographic area so that when an individual or family needs housing, potential units that those individuals or families may choose from have already been identified, speeding up the housing process. Landlord engagement can be undertaken by each homeless assistance provider or consolidated so that one or a few organizations engage landlords on behalf of many providers.

c. *Remove barriers to entry.* CoCs should review project-level eligibility criteria for all programs and remove any barriers to accessing housing and services. Persons experiencing homelessness should not be screened out of or discouraged from participating in programs because they have poor credit history, or lack income or employment. People with addictions to alcohol or substances should not be required to cease active use before accessing housing and services.

d. *Adopt client-centered service methods.* All projects should ensure housing and service options are tailored to meet the unique needs of each individual or family presenting for services and that program participants have access to the services that they reasonably believe will help them achieve their goals. However, program participants should not be required to participate in services and cannot be required to participate in disability-related services.

**Anne Arundel County and Annapolis Coalition To End Homelessness  
(Anne Arundel County CoC)**

**Reallocation Policies**

CoCs may create new projects by using amounts available through the permanent housing bonus or by making funds available through reallocation. Reallocation means utilizing funds designated for a renewal project as part of the CoC's ARD and reallocating these funds for a new project.

Given the critical need for additional affordable housing for the homeless, as part of the FY 2016 Continuum of Care competition, the following types of new projects may be created using funds that the CoC has made available through reallocation. All applicants are welcome to apply for re-allocated funding.

- a. CoCs may create new permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
- b. CoCs may create new rapid rehousing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

**Reasons for Reallocation**

Anne Arundel County CoC may re-allocate projects that no longer meets a HUD defined Policy or Program priority and has a reduced likelihood of being funded through the competitive Continuum of Care competition (e.g. supportive service only, transitional housing programs not serving youth, non-Housing First Projects etc.). The CoC will work with projects determined to have a low HUD priority to identify options to either continue funding through other sources or to modify programs to meet identified needs.

Anne Arundel County CoC may also re-allocate a low performing project that fails to meet established performance measures or maintain regulatory compliance. However, prior to any reallocation, every effort will be made to work with a low performing project to improve performance and to meet regulatory compliance.

**Process for Reallocation**

Anne Arundel County CoC Board shall notify projects at risk of re-allocation within the first 15 days of the opening of the CoC Program Competition Opening providing a clear justification for the re-allocation. The CoC Board shall work with the project to minimize displacement of clients. Re-allocated projects may still choose to apply for funding and participate in the CoC ranking and review process.

**Complaints or concerns about reallocation may be directed to:**

Kathleen M. Koch, Executive Director  
Arundel Community Development Services  
2666 Riva Road, Suite 210  
Annapolis, MD 21401  
410-222-7600 x110  
Kkoch@acdsinc.org

## **FY 2016 HUD Continuum of Care Project Threshold – NEW PROJECTS Summary**

**Applicants should review all HUD 2016 Continuum of Care Application Information on HUD's Website:** <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

**Eligible Projects-** Anne Arundel County and Annapolis Coalition to End Homelessness (the Coalition) recognizes the critical need for additional affordable housing options for the homeless. New projects may be created by using funds made available through the reallocation of previously funded projects or through funds made available through the CoC competition's Permanent Housing Bonus. Approximately, \$106,690 will be available through the Permanent Housing Bonus and approximately \$142,000 may be made available through the reallocation of previously funded projects. New applications for funds (either generated from reallocated projects or the Permanent Housing Bonus) may only be used to create the following types of new projects:

- c. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
- d. New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.

**Eligible Project Applicants** Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are not eligible to apply for grants or to be subrecipients of grant funds.

**Project Quality Threshold.** HUD will review all new project applications to determine if they meet the following project quality threshold requirements with clear and convincing evidence.

- (1) To be considered as meeting project quality threshold, new permanent housing—permanent supportive housing and rapid rehousing—project applications must receive at least 3 out of the 5 points available for the criteria below. New permanent housing project applications that do not receive at least 3 points will be rejected.
  - (a) Whether the type of housing and number and configuration of units will fit the needs of the program participants (e.g., 2 or more bedrooms for families) (1 point);
  - (b) Whether the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing—this includes all supportive services, regardless of funding source

(e.g., child care for families with children, case management, life skills, drug counseling) (1 point);

- (c) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education) (1 point);
- (d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing)(1 point); and
- (e) Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence (1 point).



## **FY 2016 HUD Continuum of Care Threshold – Project Renewals Summary**

**Applicants should review all HUD 2015 Continuum of Care Application information on HUD's Website <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>**

*Project Renewal Threshold-* A CoC must consider the need to continue funding for projects expiring in CY 2017. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding.

*Project Eligibility Threshold -* HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected from the competition. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (e.g., monitoring findings, results from investigations by the Office of Inspector General, the recipient routinely does not draw down funds from LOCCS at least once per quarter, consistently late APRs). Approval of new and renewal projects is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil requirements.

Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

Project applicants and 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 must submit the required certifications as specified in this NOFA.

The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects:

The only persons who may be served by any non-dedicated permanent supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.

- i. Homeless individuals and families coming from transitional housing must have originally come from the streets or emergency shelters.
- ii. Homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing are eligible for permanent supportive housing even if they did not live on

the streets, emergency shelters, or safe havens prior to entry in the transitional housing.

- iii. Persons exiting institutions where they resided for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

The only persons who may be served by dedicated or prioritized permanent supportive housing beds are persons experiencing chronic homelessness as defined in 24 CFR 578.3, including individuals, families, and unaccompanied youth.

Rapid rehousing projects originally funded to serve individuals and families, including unaccompanied youth, coming from the streets or emergency shelters or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless, must continue to do so.

The projects originally funded as part of the FY 2008 Rapid Rehousing for Families Demonstration may transition in this CoC Program Competition to permanent housing-rapid rehousing. Therefore, any of these projects that want to change from transitional housing with leasing, may change the current budget line items from leasing to tenant-based rental assistance (may request actual rent or FMR) and move any operating costs to an eligible supportive services activity, an HMIS budget line item, or may be used to add additional units. If the project wants to remain as transitional housing, it must continue operating in accordance with the FY 2008 CoC Homelessness Assistance Grants Programs NOFA. Any of these projects that intend to change to permanent housing-rapid rehousing were required to make this change on the FY 2016 GIW and complete the Rental Assistance Worksheet associated with the GIW during the GIW process.

Renewal projects originally funded under the Samaritan Housing Initiative must continue to exclusively serve chronically homeless individuals and families, unless there are no chronically homeless individuals and families within the CoC geographic area that can be served by the project. CoCs should not hold units vacant, but instead should prioritize other vulnerable and eligible households as outlined in Notice CPD-14-012.

Renewal projects originally funded under the Permanent Supportive Housing Bonus in previous years must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.

Renewal projects that indicated they would prioritize chronically homeless persons in beds that become available through turnover in non-dedicated permanent supportive housing projects must continue to do so.

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.





## **Attachment 3**

## Elizabeth Brush

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**From:** Anne Arundel and Annapolis Coalition To End Homelessness  
<ebrush=acdsinc.org@mail66.suw11.mcdlv.net> on behalf of Anne Arundel and  
Annapolis Coalition To End Homelessness <ebrush@acdsinc.org>  
**Sent:** Tuesday, July 12, 2016 1:51 PM  
**To:** Elizabeth Brush  
**Subject:** FY 2016 Continuum of Care Application - Funds Available

July 12, 2016

Dear Homeless Coalition Member:

This letter is to inform you that the U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2016 funds for the Continuum of Care Homeless Assistance Program (CoC Application). At this time, the application process for new and renewal projects to be included in the Anne Arundel County's funding application under the Continuum of Care program is being initiated. The Continuum of Care NOFA is an online application which will be coordinated by Arundel Community Development Services (ACDS). The complete application includes the Consolidated CoC Application as well as all renewal and new Project Applications. The Complete Consolidated CoC Application is due to HUD by September 14, 2016.

### **Renewal Applications**

ACDS will assume all previously funded agencies and will be seeking renewal funds through this competition unless notified otherwise. ACDS staff will be in contact with each agency seeking to renew a project to further discuss the application process. ACDS will also be in discussion with the transitional housing providers regarding reallocating funds for new housing programs in the FY 2016.

- August 10, 2016 – Renewal applications finalized by subrecipients. (ACDS staff will enter the renewal applications in ESNAPS and submit to you for review no later than August 5, 2016)
- August 12, 2016 – Match/leveraging letters submitted to ACDS
- August 12, 2016 – Housing First Certification (form will be provided by end of month)

Please review information pertaining to renewal project applications at the HUD website: <https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/>.

### **New Applications**

Anne Arundel County and Annapolis Coalition to End Homelessness (the Coalition) recognizes the critical need for additional affordable housing options for the homeless. New projects may be created by using funds made available through the reallocation of previously funded projects or through funds made available through the CoC competition's Permanent Housing Bonus. Approximately, \$106,690 will be available through the Permanent Housing Bonus and approximately \$142,000 will be made available through the reallocation of previously funded projects. New applications for funds (either generated from reallocated projects or the Permanent Housing Bonus) may only be used to create the following types of new projects:

1. New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families, as defined in 24 CFR 578.3.
2. New rapid rehousing projects which will serve homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness.  
Again, it is critical that you review the information pertaining to HUD's new projects on their website at <https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>.

If you are interested in applying for funds for a new program, please submit a letter of intent providing a brief summary of the new project. **The letters of intent are due at the ACDS office, 2666 Riva Road, Suite 210, Annapolis, MD 21401, no later than 5:00 p.m. on July 25, 2016.** Letters may be sent electronically and submitted to [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org). An ACDS staff member will be in contact with each agency seeking new funds to further discuss the application process. New Project applications will be required to be submitted to ACDS by **August 8, 2016.**

The Anne Arundel and Annapolis Coalition to End Homelessness Board of Directors is responsible for the review and ranking of all projects submitted as part of the Application for program performance as well as other defined criteria. Please feel free to contact me directly at (410) 222-7600 ext. 151 or [ebursh@acdsinc.org](mailto:ebursh@acdsinc.org) if I can assist you with any questions you may have regarding the NOFA or the letter of intent. I will do my best to keep you informed throughout this process. Additional Information may be found on ACDS Website at [www.acdsinc.org](http://www.acdsinc.org) under the What's new section for the FY 2016 Continuum of Care Application including HUD priorities, reallocation policies, and New and Renewal Project guidance.

Sincerely,  
Elizabeth W.  
Brush  
Planning Manager

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You are receiving this email because you expressed interest in making homelessness rare and brief in Anne Arundel County and Annapolis.

**Our mailing address is:**

Anne Arundel And Annapolis Coalition To End Homelessness  
10 Hudson Street  
Coalition to End Homelessness  
Annapolis, MD 21401

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## **Attachment 4**

**ANNAPOLIS & ANNE ARUNDEL COALITION TO END HOMELESSNESS, INC.  
CONTINUUM OF CARE  
BOARD MEETING — MAY 6, 2016  
Light House Conference Room**

**MINUTES**

**ATTENDEES**

Elizabeth Kinney, Executive Director, Light House  
Catherine Gray, AA Co. Mental Health  
Justin Bieler, DSS (Co-Chair)  
Mike Drummond, Executive Director, Arundel Lodge  
Erica Matthews, Dir. of Energy Services, AACCAA  
Kathryn Philliben, Executive Director, Sarah's House (Co-Chair)  
Rev. Ryan Sirmons, Pastor, The United Church of Christ of Annapolis (Secretary)  
Beth Brush, ACDS  
Lanita Hopkins, ACAAC  
Theresa Wellman, City of Annapolis  
Dr. Pamela Brown, AA Co. Partnership for Youth and Families  
Mario Berninzoni, Arundel House of Hope  
David Conn, BGE Manager of Energy Assistance - Power to Home Program

**DISCUSSION TOPICS**

- I. Welcome and introduction
- II. BGE Power of Home Energy Assistance Program
- III. FY 2015 Continuum of Care Program Competition - Tier 2 funding  
    Transitional Housing Updates
- IV. Strategic Plan
- V. Making the Coalition a relevant, functioning entity
- VI. Other Business

**I. WELCOME & INTRODUCTIONS MEETING OPENED AT 9:44AM**

Direct action items are highlighted.

**II. PRESENTATION FROM DAVID CONN, BGE "POWER OF HOME" ENERGY ASSISTANCE PROGRAM MANAGER**

- a) Pam Brown introducing a program that can help families access support from BGE for utility usage. Program is being piloted in Baltimore.
- b) OHEP and Fuel Fund are not often enough to pay off existing debt to BGE, preventing anew account when a family enters housing. BGE Energy Assistance may be able to step into the gap in order to provide the assistance.
  - i) OHEP applications also provide 55 days of guaranteed no turn-off in order for a family to have enough time to secure the funds to pay off debts. This time period could be too long.
  - ii) Fuel Fund process comes after OHEP, taking even more time.
- c) Energy Assistance program is trying to coordinate across all agencies quickly so that an account can be started quickly so they can get into housing.

- d) In Baltimore, this program is working with:
- i) Mayor's Office of Homeless Services
  - ii) Local OHEP agency
  - iii) Fuel Fund of Maryland
  - iv) BGE - \$20,000 in matching bill credits
  - v) Harry & Jeanette Weinberg Foundation - \$20,000
  - vi) The Journey Home (equiv. to Coalition to End Homelessness) - \$5,000
- e) This process is triggered when a housing provider discover a potential tenant has a past due BGE bill.
- i) Program Coordinator is the person who is contacted - in Baltimore, the coordinator is in the Mayor's Office of Homeless Services.
  - ii) An intake/referral form that contains information all parties need about the client.
    - a) If the debt is older than seven years, BGE is not allowed to collect on the
    - b) debt. BGE *do not* refer their debt to credit agencies, but they do refer their debt to collection agencies — and the collection agency may refer to the debt to a credit agency.
    - c) Bottom line: BGE will determine what the amount is needed in order to switch power on.
    - d) Referral Form will trigger an OHEP grant process and if necessary Fuel Fund request. Fuel Fund will provide up to \$250 grant. BGE will match 50% of the Fuel Fund grant in bill credits. (Google Drive form is used to share information between the agencies).
    - e) If all of that is *not enough*, then the expanded funding from the Journey
    - f) Home and Weinberg Foundation can be used. In two years, the initial grant from those agencies has not been depleted.
  - iii) This program does not cover the required deposit. However, if they are receiving OHEP, the security deposit is waived by state regulation. Enrollment form has a "Utility Service Protection Program" (USPP) enrollment option, which does not cost anything, and participation waives security deposit and caps the reconnection fee at \$400.
    - 1) USPP requires enrollment in the "Budget Billing Program," which is viewed by many as a downside of USPP enrollment.
  - iv) This program is best started once a person has located housing and completed during the timeframe between application and move-in date.
- f) Mayor's Office requested that the program work with certified rapid rehousing and permanent supportive housing solutions.
- g) Community Action Agency in AA County is able to provide a fairly similar program now, and can often assist in the same day of an application. But Fuel Fund could be a central coordinator for AA County.
- i) CAA requires proof of income, proof of residency, BGE account number, photo ID for applicant, and social security cards for everyone in the household (SS card requirement is a state OHEP requirement) in order to award grants. *Program does not work for undocumented persons. Dependent child social security cards are required so that children's social security cards cannot be used fraudulently for more than one household.*
- h) ADDITIONALLY, BGE has a program for any agency (e.g. church) that is doing utility assistance that is not working with OHEP or Fuel Fund. If an agency is making an assistance grant, then one can set up a BGE account with a redeposited amount (\$500) and whenever one wants to make a grant, the agency can contact BGE and immediately transfer the funds to a household requested assistance.

- i) Community Action Agency notes that there are two such accounts in the County.
- ii) A task force will be formed to develop and implement this plan in AA County:
  - Erika Matthews
  - Pamela Brown
  - Gretchen Huntley
  - Lanita Hopkins
  - Catherine Gray
  - David Conn
  - Beth Brush
  - Kathryn Philliben
  - Rep from Light House (tbd)

### III. FY 2015 CONTINUUM OF CARE PROGRAM COMPETITION — TIER 2 FUNDING

- a) We lost all but \$100k Tier 1 funding from Sarah's House; no Tier 2 projects were funded.
- b) We are working with the Housing Commission in order to obtain project based vouchers to continue the Fouse Center, Sarah's House, and Anchor House. It appears it will be very difficult to get CoC funding for transitional programs in the future even if they are performing well. The Housing Commission will be putting out a RFP for transitional housing providers to apply for vouchers (just a formality but a necessary requirement for them to award them). It is anticipated that all transitional housing providers will apply and the balance of Sarah's House and Anchor House programs will be reallocated for new projects in the FY2015 Continuum of Care competition.
- b) Our *numbers* may have been low. Montgomery County received an \$800k housing grant.
- c) National Alliance to End Homelessness Conference is \$500/ticket in Washington, DC, at the end of July. Possible attendees from our Coalition:
  - Beth Brush
  - Kathryn Philliben (T)
  - Justin Bieler (T)
- d) HUD COC grants: <https://www.hudexchange.info/onecpd/assets/File/2015-marylandcoc-grants.pdf>

### IV. COALITION STRATEGIC PLAN

- a) Beth Brush handed out a report with Goals for each point of the Strategic Plan. Access it here: <https://docs.google.com/a/maryland.gov/document/d/1djBpkTVv0N4VQ9yBPsdLfSZ72FV-Lo6K2HDqWAolnpc/edit?usp=sharing>
- b) Beth Brush stressed that we need a *vision statement* that reflects our prioritization of PSH for the chronically homeless.
- c) Need coordination across county and city leadership to arrive at a shared vision.
- d) Elizabeth Kinney suggests that we be driven by vision and need, not funding.
- e) Developing a new Family Homelessness Strategic Plan. Beth Brush will convene the task force.
  - PCYF (Pam Brown)
  - AACMHF (Catherine Gray)
  - Sarah's House (Kathryn Philliben)
  - Light House (Teresa Fields)
  - ACDS (Beth Brush) (Convener)
  - DSS (TBD)

- AACPS (Gayle Cicero)
- Clergy Advisory Board (Rev. Sirmons)
- Nancy Schrum, County Executive's Office
- Community Action Agency (Gretchen Huntley)
- Arundel Lodge (Mike Drummond)

- f) Beth requests review of Chronic and Veterans Homeless pieces of the Strategic Plan.
- g) Kathryn notes that there are 70 "former Sarah's House" families that could provide assistance to family homelessness process and procedures.

#### **V. HOW TO MAKE THE COALITION BOARD MORE RELEVANT**

- a) Main issue is that organizations are launching homelessness services without consulting the Coalition for collaboration. How do we make it so that the Coalition is part of that?
- b) Pam Brown suggests that County Exec will bring a working group together, but communication is not being shared with the Coalition with the County Exec's office directly due to communications issues.

#### **VI. OTHER BUSINESS**

##### **TOPICS FOR FULL COALITION MEETING IN JUNE.**

- a) Trauma-informed care: Panel moderated by Mike Drummond.
- b) The question should be — how do we train our agencies on this if we feel this is relevant?
- c) Mike Drummond will develop a pathway for agencies to be trained for trauma-informed care.

#### **VIII. MEETING ADJOURNED AT 12:19pm**

**NEXT BOARD MEETING: JUNE 3, 9:30am at Light House Conference Room**

**NEXT GENERAL MEETING: JUNE 17, 9:30am at ACDS.**

SUBMITTED:

RYAN P. SIRMONS - MAY 6, 2016

# **Attachment 5**

## Elizabeth Brush

---

**From:** Anne Arundel and Annapolis Coalition To End Homelessness  
<ebrush=acdsinc.org@mail93.suw17.mcsv.net> on behalf of Anne Arundel and  
Annapolis Coalition To End Homelessness <ebrush@acdsinc.org>  
**Sent:** Friday, August 12, 2016 3:32 PM  
**To:** Elizabeth Brush  
**Subject:** FY 2016 Continuum of Care Application - Update Project Applications

August 12, 2016

Dear Homeless Coalition Member:

### **FY2016 Continuum of Care Competitive Application Update – August 12, 2016**

The following projects applications were submitted for the FY2016 Competitive Continuum of Care Program by the application due date. These projects will be reviewed and ranked by the Anne Arundel and Annapolis Coalition to End Homelessness' Board of Directors on Friday, August 19, 2016.

The following 11 Renewal Projects have submitted applications:

AACMHA - Samaritan Housing Program	\$67,265
AACMHA - SHOP Program	\$203,620
ACDS - Anne Arundel Partnership for Permanent Housing	\$476,857
AHOH - WISH Program	\$60,705
AHOH - Safe Haven I	\$57,954
AHOH - Safe Haven II	\$60,866
HCAAC - Homeless Permanent Supportive Housing Program (SHP I)	\$399,727
BHA S+C Anne Arundel County 26 unit NOFA 2016	\$412,855
AHOH - Community Housing Program	\$60,432
PEP - Housing First I Program	\$67,332
PEP - Housing First II Program	\$123,160

Two new projects were submitted for new funding through the Competition:

AACMHA – CHES Housing Program	\$105,676
Catholic Charities – Rapid Re-Housing for Families Program	\$142,913

Two projects, Sarah's Housing Transitional Housing Program (\$100,696) and Anchor House Transitional Housing Program (\$42,409), will not be submitting renewal applications and the funds will be re-allocated to fund a new project in the FY2016 competition. These projects will be re-allocated due to HUD's funding priorities and

emphasis on permanent housing programs.

Questions or concerns can be addressed to Beth Brush, [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org)

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You are receiving this email because you expressed interest in making homelessness rare and brief in Anne Arundel County and Annapolis.

**Our mailing address is:**

Anne Arundel And Annapolis Coalition To End Homelessness  
10 Hudson Street  
Coalition to End Homelessness  
Annapolis, MD 21401

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# **Attachment 6**

**ANNAPOLIS & ANNE ARUNDEL COALITION TO END HOMELESSNESS, INC.**  
**CONTINUUM OF CARE**  
**GENERAL MEETING – AUGUST 19, 2016**  
*ACDS Conference Room*

**MINUTES**  
**D R A F T**

**ATTENDEES**

Elizabeth Kinney	Exec. Dir., Light House
Cpl. Amy Miguez	Annapolis Police Dept.
Wendy Dykeman	Volunteer
Tom Parlett	Volunteer
Jean Adams	Volunteer
Rev. Ryan Sirmons	UCC Annapolis (Coalition Secretary)
Amy Ryan	AACMHA
Tanya Clements	DSS
Lanita Hopkins	Dir. Housing Svces, Housing Commission of Anne Arundel County
Melvin S. Colbert	Exec. Dir., Housing Authority of the City of Annapolis
Rev. Alan D. Traher	Arundel House of Hope and BRIDGE
Colleen J. Connor	Affordable Housing consultant
Sharon Hargrove	AA Cty. DSS
Suann Myers	AACPS
Richard Cole	Anne Arundel Partnership
Olivia Jones	Partnership Development Group
Mario Berninzoni	Exec. Dir., Arundel House of Hope
Theresa Wellman	Community Development, City of Annapolis
Justin Bieler	AA Cty. DSS (Coalition Co-Chair)
Jacquelyn Buckman	PDG
Marcel Harris	Independent Living Coordinator, AA Cty. DSS
Beth Brush	ACDS
Lakeia Burden	PEP
Dr. Pamela Brown	AACYF
Diana Taylor	AACYF

**DISCUSSION TOPICS**

- I. Welcome and introduction
- II. Coalition Business
- III. Presentation – Trauma-Informed Care
- IV. FY2016 Continuum of Care Application Updates
- V. August Point-In-Time Count
- VI. Community Concerns/Program Updates
- VII. New Business

**ENCLOSURE**

- (1) Anne Arundel & Annapolis Coalition to End Homelessness Review and Ranking Criteria

**I. WELCOME & INTRODUCTIONS**

*OPENED AT 9:38am*

Chair moved to change the agenda and begin with August Point-In-Time Count

## II. AUGUST POINT-IN-TIME COUNT

- a. Street and shelter count during the summer.
- b. Will provide a number of people who are not served by Winter Relief.
- c. Volunteers: currently set on teams for the count in five segments of the county; agencies have been tasked in each of the areas. Another group will go out through the day to capture any people who were missed. Mr. Bieler suggests that we have enough people to support.

## III. FY2016 CONTINUUM OF CARE APPLICATION

- a. Beth Brush presented on funding applications for new areas:
  - PSH for chronically homeless or vulnerable
  - Rapid Rehousing for families
- b. New process this year as we lost funding for transitional funding last year, even though none of our projects last year were low-performing. HUD is not partial to funding transitional housing. We have been working with Sarah's House and Anchor House to replace transitional housing with Section-8 Housing Choice vouchers. If families stay in those units for one year, they will then be at top of the list for housing choice vouchers. Re-allocating this year of Anchor House grant and balance of Sarah's House grant into a new project, which Catholic Charities is applying for as a rapid rehousing program. We also have an opportunity to do a \$100k bonus project for 8 units for chronically homeless (currently being served by CHESS grant).
- c. Additionally we are reviewing our 11 PSH programs and seeking renewal. ~100 units are targeted to serve the chronically homeless.
- d. Drawdown rates: ACDS does the drawdown rates with HUD.
- e. Review and ranking process will occur Aug. 26 using objective criteria applied by board members who are not stakeholders in any of the programs.
  - i) Criteria was distributed as per Encl. (1).
  - ii) Motion by Elizabeth Kinney to approve the ranking and review criteria. Seconded by Theresa Wellman. Passed unanimously by voice with no abstentions.

## IV. TRAUMA-INFORMED CARE PRESENTATION

Joan Gillece, National Center for Trauma Informed Care

- a. *Concept of Trauma and Guidance for a Trauma-Informed Approach*  
<http://store.samhsa.gov/shin/content/SMA14-4884/SMA14-4884.pdf>
- b. Brene Brown on Empathy: <https://youtu.be/1Evwgu369Jw>
- c. Contact: Dr. Joan Gillece – [joan.gillece@nasmhpd.org](mailto:joan.gillece@nasmhpd.org) / (703) 682-5195

## VIII. MEETING ADJOURNED AT 11:13AM

**NEXT BOARD MEETING: at Light House Conference Room**

**NEXT GENERAL MEETING: JUNE 17, 9:30am at ACDS.**

SUBMITTED:

APPROVED:

//S//

RYAN P. SIRMONS - AUG 20, 2016

## AGREEMENT

This AGREEMENT entered into this 9<sup>th</sup> day of August, 2016, by and between Arundel Community Development Services, Inc., a nonprofit organization incorporated in the State of Maryland in 1993 (herein after referred to as the "Corporation") and Anne Arundel County, Maryland (herein after referred to as the "County").

WHEREAS, the United States of America, in approving the McKinney-Vento Homeless Assistance Act of 1989, as amended, awards nationally competitive Continuum of Care (herein after referred to as the "CoC") Program Grants for certain eligible activities; and

WHEREAS, Anne Arundel County has awarded a portion of its grant to the Corporation to administer, fund and implement eligible activities; and

WHEREAS, the Corporation proposes to administer a permanent supportive housing and homeless assistance program, referred to as the Anne Arundel Partnership for Permanent Housing Program, which was selected by the U.S. Department of Housing and Urban Development (HUD) for CoC Program funds; and

WHEREAS, as a partner agency in the Anne Arundel Partnership for Permanent Housing Program, the Anne Arundel County Department of Social Services (herein after referred to as "DSS") was approved for CoC funding and agrees to operate the Anne Arundel County Homeless Management Information System (HMIS); and

NOW THEREFORE, this Agreement and the mutual covenants and promises contained herein, the parties do hereby agree as follows:

### **I. SCOPE OF SERVICES**

DSS shall be responsible for facilitating and overseeing the management of Anne Arundel County's HMIS system. In order to ensure the system continues to operate smoothly, DSS shall be responsible for employing a HMIS Administrator/Homeless Coordinator to enable the seamless operation of the County's HMIS system including, but not limited to, database management, HMIS training, and ensuring federal reporting compliance capabilities.

### **II. TIME OF PERFORMANCE**

The scope of services to be performed by DSS under this Agreement shall be for a period of twelve (12) months beginning on August 1, 2016 and terminating on July 31, 2017. This Agreement may not be extended in writing.

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### **III. COMPENSATION AND METHOD OF PAYMENT**

- A. The Corporation shall issue payments to the County through DSS in accordance with the budget outlined in Appendix A. The Corporation shall issue payments to DSS for not more than the sum of Twenty- Five Thousand Dollars (\$25,000) to support the HMIS Administrator/ Homeless Coordinator staffing costs, training costs, and other applicable services.
- B. DSS must provide a minimum match of 25 percent of the CoC grant awarded for this project. DSS shall provide documentation which details how the required match obligation is being met.
- C. All modifications to the budget shall be submitted to the Corporation for approval and, if approved by the Corporation, will be deemed to modify Appendix A, attached hereto, as if Appendix A originally contained such terms. Such modifications shall become a part of this Agreement.
- D. DSS shall submit to the Corporation a request for payment, which explicitly itemizes costs. All costs shall be supported with a request for payment, itemized statements of salary costs, corresponding weekly time sheets and payroll forms, a copy of invoices for services and proof of payment.

### **IV. MONITORING**

- A. The Corporation shall monitor DSS for program performance, financial performance and regulatory compliance in accordance with 24 CFR 570.578 and 2 CFR Part 200, as applicable.
- B. All records, except for client level confidential information, covered by this Agreement, shall be readily accessible to the Corporation, HUD, and/or representatives of the Comptroller General, for examination. DSS will permit the Corporation, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and other data relating to all matters covered by this Agreement.

### **V. REPORTS AND INFORMATION**

DSS shall submit an Annual Progress Report (APR) for Competitive Homeless Assistance Programs as prescribed by HUD. The APR, covering the period August 1, 2016 through July 31, 2017, is due by August 15, 2017.

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## **VI. PROGRAM AND FEDERAL REQUIREMENTS**

- A. The County shall comply with applicable uniform administrative requirements as described in Federal Regulations 24 CFR 578.99(e) and 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as applicable.
- B. The County agrees to comply with 24 CFR Part 200 Subpart D and E and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- C. The County shall comply with all terms expressed in the Federal Contract Requirements, attached hereto as Appendix B, incorporated herein by reference and made a part of this Agreement, which shall be binding upon the County.
- D. The County shall comply with the regulations outlined in the Continuum of Care program Interim Rule, 24 CFR Part 578 and the terms outlined in the FY 2015 Notice of Funds Availability.

## **VII. ESTABLISHMENT AND MAINTENANCE OF RECORDS**

- A. The County shall maintain records of all actions and accurate books of accounts for all funds received and disbursed with full documentation to substantiate each transaction. Records shall be retained for a period of at least four years after receipt of the final payment under this Agreement, or four years after the federal audit pertaining to this Agreement, whichever is later.
- B. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in full detail the nature and propriety of the expenses and shall be clearly identified in such records and readily accessible to the Corporation for review.

## **VIII. SUSPENSION AND TERMINATION**

- A. If, through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the County shall violate any of the covenants, agreements or stipulations of this Agreement, the Corporation shall thereupon have the right to terminate this Agreement immediately by giving written notice to the County of such termination. In such event, all finished or unfinished documents, data, studies and reports prepared by the County under this Agreement shall, at the option of the Corporation, become its property and the County shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

- B. The Corporation may, with the concurrence of the County terminate this Agreement at any time. The Corporation shall give notice in writing of its decision to terminate, the effective date of termination and reasons thereof. The County shall, within 30 calendar days of the mailing of said notice, respond to the Corporation's request. Failure to respond to aforesaid shall be conclusively presumed to indicate consent, notwithstanding any communication received by the Corporation to the contrary at any time thereafter. If the Agreement is terminated by the Corporation as provided herein, the County will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by this Agreement less payments of compensation previously made.
- C. This Agreement is based on availability of CoC Program funds, and may be terminated by the Corporation at any time should a change in funding availability occur. In such case, the Corporation shall give notice in writing of its decision to terminate and the effective date of termination.

#### **IX. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

#### **X. WAIVERS**

One or more waivers of any covenants or conditions or of any breach of same by the Corporation shall not be construed as a waiver of any subsequent breach of the same or other condition; and the consent and approval of the Corporation to any act by the County requiring the Corporation's consent or approval shall not be deemed to be a waiver and shall still render necessary the Corporation's consent or approval to any subsequent or similar act by the County.

#### **XI. EFFECT OF AGREEMENT**

This Agreement shall inure to the benefit of, and be binding upon, the County and the Corporation and their respective successors, assigns, and/or legal representatives. The County may not assign its rights or obligations under this Agreement without the express written consent of the Corporation.

#### **XII. GRANT CLOSE-OUT REQUIREMENT**

The County's obligation to the Corporation shall not end until all grant close-out requirements are completed. Grant close-out requirements shall include making final payments, disposing of

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program assets (including the return of all unused materials, equipment), determining the custodianship of records, and any other activity, reports or action deemed necessary by the Corporation.

### **XIII. MARYLAND LAW**

This Agreement shall be governed by Maryland law and any actions between the County and the Corporation shall be brought in and vest jurisdiction and venue solely in the Circuit Court for Anne Arundel County.

### **XIV. AMENDMENTS**

The Corporation or the County may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing and signed by a duly authorized representative of each organization. Such amendments shall not invalidate this Agreement, nor relieve or release the Corporation or the County from its obligations under this Agreement.

The Corporation may, in its discretion, amend this Agreement to conform with federal, State, or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services or time of performances, such modifications will be incorporated only by written amendment agreed by both parties.

### **XV. NOTICE**

Notices to the parties shall be directed as follows:

Corporation: Kathleen M. Koch, Executive Director  
Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, Maryland 21401

County: Carnitra White, Director  
Anne Arundel County  
Department of Social Services  
80 West Street  
Annapolis, Maryland 21401

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IN WITNESSETH WHEREOF, the parties hereto have executed ths Agreement on the date set for the herein.

ATTEST:

ANNE ARUNDEL COUNTY, MARYLAND

Bonnie Barrett

By:  (Seal)  
Mark D. Hartzell  
Chief Administrative Officer

ATTEST:

ARUNDEL COMMUNITY  
DEVELOPMENT SERVICES, INC.

Amyan Sugokushi

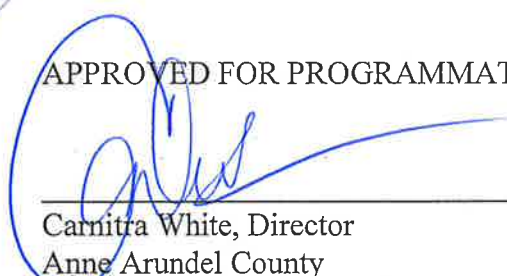
By:  (Seal)  
Kathleen M. Koch  
Executive Director

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

  
Office of Law **Jason Fetterman**

8/7/14  
Date

APPROVED FOR PROGRAMMATIC REQUIREMENTS:

  
Carnitra White, Director  
Anne Arundel County  
Department of Social Services

7/26/16  
Date

APPENDIX A

HMIS BUDGET

Cost Item	Year 1	Year 2	Year 3	Total
<b>Equipment</b>				
Central Server(s)				
Personal Computers and Printers				
Networking				
Security				
<b>Subtotal</b>				
<b>Software</b>				
Software / User Licensing	\$2,000			
Software Installation				
Support and Maintenance	\$625			
Supporting Software Tools				
<b>Subtotal</b>	\$2,625			
<b>Services</b>				
Training by Third Parties	\$2,500			
Hosting / Technical Services				
Programming: Customization				
Programming: System Interface				
Programming: Data Conversion				
Security Assessment and Setup				
On-line Connectivity (Internet Access)				
Facilitation				
Disaster and Recovery				
<b>Subtotal</b>	\$2,500			
<b>Personnel</b>				
Project Management / Coordination	\$23,125			
Data Analysis				
Programming				
Technical Assistance and Training	\$3,000			
Administrative Support Staff				
<b>Subtotal</b>	\$26,125			
<b>HMIS Space and Operations</b>				
Space Costs				
Operational Costs				
<b>Subtotal</b>				
<b>SHP Request*</b>	\$25,000			
<b>Selectee's Match</b>	\$ 6,250			
<b>Total HMIS Budget</b>	\$31,250			

# APPENDIX B

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**Arundel Community Development Services, Inc.**

2666 Riva Road, Suite 210  
Annapolis, Maryland 21401  
(410) 222-7600  
FAX: (410) 222-7619

<p style="text-align: center;"><b>FEDERAL REQUIREMENTS FOR PUBLIC SERVICE AGREEMENTS</b></p>
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- I. General Federal Provisions
- II. Minority and Women Owned Business Enterprise Requirements
  - A. Policy with Respect to Minority and Women Owned Business Enterprises
  - B. Minority and Women Owned Business Enterprise Identification Certification (Service Provider submits when the Agreement is signed, if applicable;
  - C. Minority and Women Owned Business Enterprise Certification (completed by sub-contractor and submitted by Service Provider to ACDS when services are contracted.)
- III. Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting

Revised June 2011

**GENERAL FEDERAL PROVISIONS**

## GENERAL FEDERAL PROVISIONS FOR PUBLIC SERVICE AGREEMENTS

The following general federal provisions are a part of this Contract and do not require submittal of additional documentation, forms, reports, or certifications, except in unusual circumstances.

1. Interest of Members of Local Public Agency. No member of the governing body of Arundel Community Development Services, Inc. (ACDS) and no other officer, employee, or agent of ACDS who exercises any functions or responsibilities in connection with the approval or review or carrying out of the project or program to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.
2. Interest of Local Public Officials. No member of the governing body of Anne Arundel County, Maryland (referred to herein as "the County") and no other public official of the County who exercises any functions or responsibilities in the review or approval or the carrying out of the project or program to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.
3. Interest of Certain Federal Officials. No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share in or part of this Contract or to any benefit to arise therefrom.
4. Interest of Service Provider. The Service Provider covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the project area or any parcels therein, or any other interest which would conflict with the performance of this contract and covenants that no person having any such interest shall be employed.
5. Subcontracts and Other Contracts. The Service Provider will certify that all contracts with applicants, recipients, subcontractors, and consultants contain the applicable federal requirements.
6. Access to Records. ACDS, the County, HUD, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Service Provider which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of Records. All required records pertinent to this Contract shall be retained by the Service Provider for four years after final payment is made. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the four year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular four year period, which ever is later.

8. Accessibility. Every building or facility (other than a privately-owned residential structure) designed, constructed, or altered as a result of this Contract and made available through federal financial assistance, shall comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 8 Subpart A, Section 8.4 of the Fair Housing Amendments Act of 1988, and Section 303 of the Americans with Disabilities Act of 1990.
9. Lead-Based Paint Requirement. The Service Provider and all subcontractors and vendors shall comply with 24 CFR 35: Prohibition of Use of Lead-Based Paint and Elimination of Lead-Based Paint Hazard, when applicable to projects or programs resulting from this Contract.
10. Clean Air and Water Pollution. The Service Provider and all subcontractors and vendors shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U. S. C. et. seq.) and the Federal Water Pollution Control Act (33 U. S. C. 125 et. seq.), as amended, when applicable to projects or programs resulting from this Contract.
11. Energy Conservation. The Service Provider and all subcontractors and vendors shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
12. Eligibility of Service Provider and Exclusion of Entities Debarred from Federally Funded Contracts. The Service Provider certifies that neither the Service Provider nor any person or firm who has an interest in the Service Provider's firm is ineligible to be awarded contracts utilizing federal funds. The Service Provider shall refrain from entering into any contract or contract modification with an applicant, recipient, contractor, subcontractor or vendor debarred from contracts funded in whole or in part with federal funds or from participation in HUD programs.
13. Lobbying Certification. In accordance with the Housing and Community Development Act of 1974, as amended, and with 24 CFR 570.303 of the Community Development Block Grant regulations, the Service Provider certifies that:
  - a. no federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract;
  - b. if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative contract, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction; and

- c. the Service Provider will require that this language will be included in the award of contracts to all subcontractors, suppliers, and vendors related to this contract.
14. Submittal of Certifications, Forms, and Reports. The Service Provider must complete and, if applicable, require all subcontractors to complete all certifications, forms, and reports specified in this Contract in a manner acceptable to ACDS. Interim and/or final payments may be withheld by ACDS pending receipt and approval by ACDS of these certifications, forms, and reports.
  15. Nondiscrimination and Equal Employment Opportunity. In accordance with Title VI of the Civil rights Act of 1964, there shall be no discrimination on the basis of race, color, or national origin in activities covered by this Contract. In accordance with Section 109 of Title I of the Housing and Community Development Act of 1974, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in activities covered by this Contract on the ground of race, color, national origin, sex, or religion. Section 109 also applies to this Contract and prohibits discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified person with disabilities, as provided in Section 504 of the Rehabilitation Act of 1973. In accordance with the Americans Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, there shall be no discrimination against persons with disabilities regarding employment or other economic opportunities resulting from this Contract.

Under Section 109, the Service Provider may not directly or through contractual, licensing, or other arrangements, on the ground of race, color, national origin, religion, sex, age, or disability:

- a. deny any individual any facilities, services, financial aid, or other benefits provided under the program activity;
- b. provide any facilities, services, financial aid, or other benefits which are different, or are provided in a different form, from that provided to others under the program or activity;
- c. subject an individual to segregated or separate treatment in any facility in relation to the receipt of any service or benefit under the program or activity;
- d. restrict an individual in any way in access to, or in the enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid, or other benefits;



- e. treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership or other requirements or condition which the individual must meet in order to be provided any facilities, services, or other benefits;
- f. deny an individual an opportunity to participate in a program or activity as an employee;
- g. aid or perpetuate discrimination against an individual by providing federal financial assistance to an agency, organization, or person that discriminates on the basis of race, color, national origin, religion, sex, age, or disability in providing any housing, aid, benefit, or service; or
- h. otherwise limit an individual in the enjoyment of any right, privilege advantage or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service.

16. Drug-Free Work Place. The Service Provider will provide a drug-free work place by:

- a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Service Provider's work place and specifying actions that will be taken against employees for violation of such prohibition;
- b. establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the work place,
  - (2) the Service Provider's policy of maintaining a drug-free work place,
  - (3) any drug counseling, rehabilitation, and employee assistance programs that may be available, and
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the work place;
- c. making it a requirement that each employee to be engaged in the performance of the scope of services be given a copy of the statement required by Item 16.a.;
- d. notifying the employee in the statement required by Item 16.a. that, as a condition of employment under the scope of services, the employee will:
  - (1) abide by the terms of the statement, and
  - (2) notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction;
- e. notifying ACDS, in writing, within 10 days after receiving notice under Item 16.d(2) from an employee or otherwise receiving actual notice of such conviction

and providing notice, including position title, to every contractor, employer, or subcontractor on whose activity the convicted employee was working, unless the Service Provider has designated a central point for the receipt of such notices;

- f. within 30 calendar days of receiving notice under Item 16.d(2), with respect to any employee who is so convicted, the Service Provider shall
  - (1) take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
  - (2) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
- g. making a good faith effort to continue to maintain a drug-free work place through implementation of Items 16.a. through 16.f.

As part of the commitment to maintain a drug-free work place, the Service Provider must insert in the following space the site(s) for the performance of work done in connection with this Contract.

Place of Performance Anne Arundel County Department of Social Services  
Street Address 80 West Street  
City/State/Zip Code Annapolis, MD. 21401

17. Sectarian or Religious Activity Prohibited. The Service Provider agrees to:

- a. not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- b. not use funds awarded through this Contract to support inherently religious activities such as worship, religious instructions or proselytization;
- c. not discriminate against any person applying for the services funded through this Contract on the basis of religion and will not limit services or give preference to persons on the basis of religion.

**Minority and Women Owned Business Enterprise Requirements**

**POLICY WITH RESPECT TO  
MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES  
(MBEs/WBEs)**

To the maximum extent feasible, opportunities for contracting in connection with this grant shall be given to MBEs/WBEs. Upon award of the funding by ACDS, if any portion of the work is subcontracted, the Service Provider will be expected to solicit MBE/WBE firms. Resources available to assist the Service Provider in finding or notifying MBE/WBE firms include, but are not limited to the following.

The County's MBE Program:

MBE Coordinator, Office of the Purchasing Agent  
2660 Riva Road, Third Floor  
Annapolis, MD 21401 (410) 222-7667

Various MBE/WBE directories available for use by the Service Provider from 8:30 a.m. to 5:00 p.m., Monday through Friday, at:

Arundel Community Development Services, Inc.  
2666 Riva Road, Suite 210  
Annapolis, MD 21401 (410) 222-7600

A list of MBE/DBE certified by the Maryland Department of Transportation may be accessed online by visiting: [www.mdot.state.md.us](http://www.mdot.state.md.us).

Minority trade associations:

Maryland/Washington Minority Contractors Association	
1107 North Point Blvd., Suite 227	website: <a href="http://www.mwmca.org">www.mwmca.org</a>
P.O. Box 2671	e-mail: <a href="mailto:wrf@mwmca.org">wrf@mwmca.org</a>
Baltimore, MD 21224	(410) 282-6101; Fax (410) 282-6102

National Association of Minority Contractors	
The Ronald Reagan House office Building	e-mail <a href="mailto:tina.dortch@namcnational.org">tina.dortch@namcnational.org</a>
Suite 700	
1300 Pennsylvania Avenue, N.W.	
Washington, D.C. 20001	(202) 204-3093

The Service Provider must provide a MBE/WBE Certification for all sub-contractors hired in connection with this project. This form was designed by ACDS to obtain information which it must report to the federal government on behalf of Anne Arundel County regarding MBE/WBE participation in certain HUD programs.

**MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES  
IDENTIFICATION FORM**

Are you subcontracting any part of this grant to accomplish the scope of services for your project?


No. Please sign below and submit this completed form with your grant Agreement.

Yes. Please complete the information below and submit it as part of your grant agreement. If you enter into multiple subcontracts, please copy and complete the information for each of the sub-contractors.

Name of sub-contractor: _____
Address of sub-contractor: _____ _____
Sub-contractor Telephone Number: _____
Federal Identification Number: _____
Type of Services or commodity: _____
Dollar Amount of Subcontract: \$ _____
<input type="checkbox"/> To the best of my knowledge, the sub-contractor is not a minority or women-owned business. Please sign below and submit the completed form to ACDS.
<input type="checkbox"/> To the best of my knowledge, the sub-contractor is a minority or women-owned business. Please have the sub-contractor complete the attached certification and submit this certification with this signed form to ACDS.

I certify that the foregoing information is correct and complete and that ACDS will be advised immediately of any changes affecting this data.

Cynthia D White  
Printed Name

  
Signature

Director                      7/20/17  
Title                                      Date

## MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES CERTIFICATION

*This certification must be completed by all MBE/WBE firms.*

Name of Company/Organization: \_\_\_\_\_

Address of Company/Organization: \_\_\_\_\_

Company/Organization Telephone Number: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

**Organization's Legal Structure:**

Sole proprietorship  Partnership  S-Corporation

Limited Liability (LLC)  C-Corporation  Other

On this project, indicate if you are

a prime contractor

or

a subcontractor

**Business Racial/Ethnic type:**

White  African American

Native  Hispanic  Asian/Pacific

Women-Owned

**Governmental Certification**

Is your firm certified by a MBE or WBE program?  Yes  No

If yes, attach a copy of your MBE/WBE certification, sign and date this form as indicated and return the form with a copy of the certification to ACDS.

**Self Certification**

If you are not a governmental certified MBE or WBE, please complete the following questions.

1. Date company/organization was established: \_\_\_\_\_

2. State the name of each owner/officer of the enterprise, their minority group, and the percentage of ownership.

Name	WBE		MBE			Minority Group(Check all that apply)			
	Yes	No	No	Yes	% Owner- ship	African American	Hispanic American	Native American	Asian/ Pacific Islander American

3. The above percentages of MBE or WBE ownership have existed since \_\_\_\_\_

4. Does any owner of your enterprise, who is not a minority group member, also have an ownership interest in any other firm working on this project?  Yes  No

If yes, state the name of each such owner and the names of the firms in which such ownership interest exists.

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5. Are any of the minority owners/officers a former or current employee of any other firm working on the project?  Yes  No

If yes, state the name(s) of the individual(s), name(s) of the employer(s), date(s) of employment with the other firm(s), and responsibilities in such employment.

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6. Are you subcontracting any of the work on this project to another firm?  Yes  No

If yes, state the percentage of work subcontracted and the nature of such work.

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*I certify that the foregoing information is correct and complete.*

\_\_\_\_\_  
Printed or Typed Name of Owner or Officer

\_\_\_\_\_  
Signature of Owner or Officer

\_\_\_\_\_  
Title of Owner or Officer Above

\_\_\_\_\_  
Date

**FEDERAL FUNDING ACCOUNTABILITY AND  
TRANSPARENCY ACT (FFATA)**



## FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) OVERVIEW

The Federal Funding Accountability and Transparency Act (FFATA) reporting is a requirement for subrecipients of federal awards in excess of \$25,000. If your organization will be entering into an agreement or contract with ACDS where the funding source is a federal grant in excess of \$25,000, you will be required to complete the attached Federal Funding Accountability and Transparency Act Subaward Reporting Form, before your funding agreement can be fully executed.

**Background:** FFATA was signed on September 26, 2006. The intent of the legislation is to empower every American with the ability to hold the government accountable for every spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures, executive compensation) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

ACDS, on behalf of Anne Arundel County, awards federal funds, including CDBG, HOME, ESG, SHP, and HOPWA funds, that are subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) and is required to file a FFATA subaward report by the end of the month following the month in which ACDS awards any funds to a subrecipient greater than \$25,000.

If your organization receives more than 80 percent or more of its annual gross revenues in Federal Awards, \$25,000,000 or more in annual gross revenues from Federal awards in the preceding fiscal year and the public does not already have access to data on executive compensation through reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934, or section 6104 of the Internal Revenue Code of 1986, then you must provide the names and total compensation of the five highest-paid officers of your organization.

If your organization does not meet the above threshold, your organization will not need to report compensation data for your organizations executives; however, you still must complete and sign the attached form certifying this is true and return it to ACDS before your funding agreement will be considered fully executed.

**Definition of Total Compensation:** Total compensation means cash and non-cash dollar value earned by the executive during the recipient's or subrecipients preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appropriation rights; earnings for service under non-equity incentive plans; change in pension value; above-market earning on deferred compensation which is not tax-qualified; and other compensation as defined in Federal 2 CFR Part 170, Section 170.330(b)(5)(vi).

## Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting

FFATA reporting is a requirement for subrecipients of federal awards in excess of \$25,000. Subrecipients (Grant Awardees) must submit this form when the grant agreement is signed.

Legal Entity Name: Anne Arundel County Department of Social Services

Legal Organizational Address: 80 West Street  
Street  
Annapolis, MD 21401-6101  
City, State Zip + 4 digit Postal Code

Contact Name Tanya Clements Phone #: 410-269-4460

Data Universal Number System (DUNS) number: 064875974

Federal Identification Number: 52 - 6000878

Principle Place of Performance 80 West Street, Annapolis, MD 21401

Congressional District: # 31

1. Does your organization receive 80 percent or more of its annual gross revenue and \$25,000,000 or more in federal procurement contracts (and subcontracts) and federal financial assistance awards subject to the Transparency Act?  
 YES If yes, please proceed to question two.  
 NO If no, sign the form below and return it to ACDS.
  
2. Does the public have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? See cover page for **Definition of Compensation**.  
 YES If yes, sign form below and return the form to ACDS.  
 NO If no, complete section below and sign and return form to ACDS.

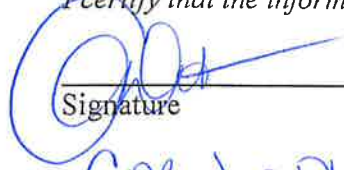
Names and annual compensation amounts of five most highly compensated executives if you answered no to question 2:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

I certify that the information contained herein is true and correct:

  
\_\_\_\_\_  
Signature

7/20/16  
\_\_\_\_\_  
Date

Carolea Duhite  
\_\_\_\_\_  
Printed Name

Director  
\_\_\_\_\_  
Title

<b>Section to be completed by ACDS Staff</b>	
Project Name: <u>HMIS</u>	
Description: <u>Funds the Homeless Management Information System operations of DSS</u>	
Grant Amount: \$ <u>25,000</u>	
CFDA Program Number(s) and Federal Funding Amount for that Source:	
<u>14.267</u>	\$ <u>25,000</u>
_____	\$ _____
Federal Award ID <u>MD010743B031508</u>	
Obligation Date: <u>8/9/16</u>	
ACDS grant number: <u>0415-15</u>	
Form Completed By: <u>Elizabeth W. Bunker</u>	Date: <u>8.5.16</u>
Approved By: <u>Nathaniel W. Osh</u>	Date: <u>8/9/16</u>

**Anne Arundel and Annapolis Coalition to End Homelessness  
Access Housing Vulnerability List (By-Name list)  
Prioritization Policies and Procedures**

The Anne Arundel and Annapolis Coalition to End Homelessness “Coalition” has agreed to incorporate the guidance found in HUD’s **Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status** as the basis of procedures for the Anne Arundel County Coalition to End Homelessness.

The Anne Arundel and Annapolis Coalition to End Homelessness “Coalition” has agreed to use the Access Housing Vulnerability List as the primary waitlist for all CoC, ESG, and HOME funded permanent supportive housing and Rapid Re-Housing programs. The Access Housing List is a By-Name list, a real-time, up-to-date list of all people experiencing homelessness that includes categories such as chronic, Veteran, Domestic Violence, and others both individuals and families. The Access Housing List allows the Coalition to know every person experiencing homelessness “by-name” thereby facilitating efficient decisions around how best to refer individuals experiencing homelessness to the County’s housing programs. For the list to be effective, the Coalition, understands that the list is a work in progress and requires continual communication and regular discussion (e.g. case conferencing) regarding all individuals on the list.

**Definitions**

**Chronically Homeless.** The definition of “chronically homeless” currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

**(a)** An individual who:

**i.** Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

**ii.** Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years totaling a cumulative of twelve months; and

**iii.** Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

**(b)** An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], before entering that facility; or

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

**3. Severity of Service Needs.** This Notice refers to persons who have been identified as having the most severe service needs.

(a) 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.

Severe service needs as defined in paragraphs i. and ii. 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 that can identify the severity of needs such as the Vulnerability Index

For the purpose of defining, severity of service needs, the Coalition will rely on the use of standardized assessment tool, the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT). The Coalition has prioritized its CoC funded Permanent Supportive Housing Programs

**Coordinated Assessment** - All homeless persons entering the County's homeless continuum of care (e.g. outreach, shelter, day programs, etc.) shall be screened with the VI-SPDAT assessment. Completed VI-SPDAT, whether completed using a paper assessment or through HMIS shall be provided (or notify if assessment is completed as part of HMIS) to Justin Bieler, HMIS Coordinator, Department of Social Service, once it has been completed so he can process assessment and generate a score and add the individual to the Access Housing list. It is important that all homeless persons, regardless of situation, be screened with the VI-SPDAT, especially as the Coalition develops more housing resources. Only those individuals with a completed VI-SPDAT and ranking on the Access Housing list can access ESG, CoC, and HOME funded permanent supportive housing and rapid re-housing resources. The Coalition encourages other, non-HUD funded, housing resource to also utilize the Access Housing list. Therefore, all ESG and CoC funded programs must assess individuals experiencing homelessness with the VI-SPDAT, otherwise, they will not have access to a large portion of the County's housing resources.

The Coalition has adopted a Housing First approach in which housing is offered to people experiencing homelessness without preconditions (such as sobriety, mental health treatment, or a minimum income threshold) or service participation requirements. The Coalition PSH and other housing providers will utilize the Housing First approach to the maximum extent practicable.

The Coalition host three case conferences per month – one for the chronic homeless, one for veterans, and one for families - better facilitate the use and effectiveness of the Access Housing List. These meetings will be coordinated by the Department of Social Services homeless coordinator.

### **Procedures for Prioritizing Homeless on the Access Housing Vulnerability List (Summary)**

Questions of priority should refer to the HUD's **Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status**

### **Prioritization of CoC funded Permanent Supportive Housing**

#### **CoC funded Permanent Supportive Housing**

1. Chronically homeless with the longest history of homelessness, on the streets, and with the most severe service needs.
2. Chronically homeless with the longest history of homelessness or time on the street
3. Chronically homeless with the most severe service needs,
4. All other chronically homeless
5. Homeless individuals and families with a disability with most severe service needs (but not chronically homeless) but with at least 6 months of homelessness.
6. Homeless Individuals and families with a disability coming from places not meant for human habitation or Emergency Shelters.
7. Homeless Individuals and families with a disability coming from transitional housing.
  - Veterans – found within in each of the above categories would be given priority over non veterans.
  - Verification – Form in client file from Justin (or keeper of the Access Housing List (by-name list) documenting placement on list plus HUD's CH and Homeless/Disability verification.
  - Also prioritized by program requirements (re: Mental Health or PEP).

## **Rapid Re-Housing**

1. Families with children
2. Domestic Violence
3. Young Families with children (head of household 18-24)

## **Emergency Shelter**

- Vulnerable homeless on the street, car, etc. (families, individuals with disability, high risk)
- Previous homeless episodes
- Others who meet HUD's definition for Category 1 definition homelessness – (eg.

Factors COC use to prioritize households with children...

Vulnerability to victimization  
Number of previous homeless episodes  
Unsheltered homelessness  
Criminal history  
Bad credit or rental history  
Head of household has mental/phy

Prioritization Priorities  
approved 11/6/2015 Board meeting

# Anne Arundel and Annapolis Coalition to End Homelessness

## Access Housing Participant Verification Form

A signed copy of this form must be in every client file for all intakes in CoC funded Permanent Supportive Housing Programs as of July 2016.

**Client name:** \_\_\_\_\_

*The above named client was on the Anne Arundel County Access Housing wait list. A VI-SPDAT was completed with the client and their score was calculated. Based on the client's VI-SPDAT score, the most appropriate intervention is permanent supportive housing. The above named client has supporting documentation that meets HUD's definition of chronically homeless. Based on the client's placement on the Access Housing wait list, and based on eligibility criteria for the permanent supportive housing program, they are next on the list for housing.*

Client's VI-SPDAT Score: \_\_\_\_\_

The above information was verified by the Homeless Coordinator on: \_\_\_\_\_

Justin Bieler

Homeless Coordinator



## Performance Measurement Module (Sys PM)

### Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		907		84			56	
1.2 Persons in ES, SH, and TH		972		119			68	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

## Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	276	38	14%	11	4%	6	2%	55	20%
Exit was from TH	73	2	3%	0	0%	0	0%	2	3%
Exit was from SH	0	0		0		0		0	
Exit was from PH	18	1	6%	0	0%	0	0%	1	6%
<b>TOTAL Returns to Homelessness</b>	<b>367</b>	<b>41</b>	<b>11%</b>	<b>11</b>	<b>3%</b>	<b>6</b>	<b>2%</b>	<b>58</b>	<b>16%</b>

## Performance Measurement Module (Sys PM)

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	384	335	-49
Emergency Shelter Total	251	220	-31
Safe Haven Total	0	0	0
Transitional Housing Total	82	67	-15
Total Sheltered Count	333	287	-46
Unsheltered Count	51	48	-3

#### Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		1016	
Emergency Shelter Total		944	
Safe Haven Total		0	
Transitional Housing Total		155	

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

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		107	
Number of adults with increased earned income		13	
Percentage of adults who increased earned income		12%	

## Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		107	
Number of adults with increased non-employment cash income		34	
Percentage of adults who increased non-employment cash income		32%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		107	
Number of adults with increased total income		43	
Percentage of adults who increased total income		40%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		64	
Number of adults who exited with increased earned income		13	
Percentage of adults who increased earned income		20%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		64	
Number of adults who exited with increased non-employment cash income		15	
Percentage of adults who increased non-employment cash income		23%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		64	
Number of adults who exited with increased total income		28	
Percentage of adults who increased total income		44%	

## Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		848	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		183	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		665	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		913	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		216	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		697	

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

This Measure is not applicable to CoCs in 2016.

## Performance Measurement Module (Sys PM)

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

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

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		0	
Of persons above, those who exited to temporary & some institutional destinations		0	
Of the persons above, those who exited to permanent housing destinations		0	
% Successful exits			

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		785	
Of the persons above, those who exited to permanent housing destinations		356	
% Successful exits		45%	

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

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		219	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		203	
% Successful exits/retention		93%	