

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 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 application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	No	No
Hospital(s)	Yes	No
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No
LGBT Service Organizations	Not Applicable	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Faith Community advocates	Yes	Yes
Emergency Assistance Providers	Yes	Yes
Homeless Health Service Provider	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

Strategies used to solicit opinions of interested parties include: 1) holding open monthly board/leadership, bi-monthly coalition meetings, and various committee meetings which are advertised on the ACDS, lead agency, website; 2) outreaching (via email) to 100 plus person membership list alerting them of meetings, availability of funds, and notice of availability of draft plans, and applications posted on lead agency website; 3) obtaining input through participation in the County’s two annual housing and community development public hearings; and 4) hosting roundtable discussion providing opportunity for community to identify needs, issues, share updates and resources. The MD-503 leaders frequently give and are available to speak or make presentations to community organizations interested in preventing or ending homelessness. Additionally, elected officials frequently refer callers to MD-503 Board leadership.

1B-2.Open Invitation for New Members. Applicants must describe:

- (1) the invitation process;**
 - (2) how the CoC communicates the invitation process to solicit new members;**
 - (3) how often the CoC solicits new members; and**
 - (4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

The MD-503 CoC is a volunteer organization open to any person or agency interested in preventing or ending homelessness. New members of the MD-503 CoC are solicited and invited to join the Coalition on a on-going basis throughout the year by the Board and other members through the following efforts: 1) the Board Development committee annually evaluates current membership and identifies and outreaches to persons involved in preventing or ending homelessness and not currently represented; 2) ACDS, the lead agency, publishes coalition meetings date/time/location on its websites; 3) CoC successes are highlighted on ACDS Facebook page; 4) CoC leadership names and numbers are made available for those seeking information about the homeless or the CoC; 5) outreach presentations are made about the homeless and the work of the CoC to community and faith groups, the Rotary and Lions Clubs, and health care agencies; and 6) several hundred vendors and volunteers providing services at the County’s annual Homeless Resource Day are educated about the ongoing work of the Coalition. The MD-503 CoC works

with its members to identify and invite homeless or formally homeless members to join and participate in the Coalition. A formally homeless individual continues to be a very active member of the Board and serves on the Homeless Youth Committee. Additionally, the CoC is exploring ways to make meetings more accessible by allowing participation through various electronic means and exploring developing a homeless advisory committee.

1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

The process the MD-503 CoC used to announce it was open to all potentially interested parties was as follows: 1) June 21, 2018, a notice of availability of funds was sent to approximately 100 members of the AA CoC via an email announcing the competition, providing application update and resources, and inviting all interested parties to attend a FY2018 CoC Application Planning Meeting on July 13, 2018; 2) information about the FY2018 Application including letter announcing notice of funds availability, and important dates including meeting and application due dates, and links to HUD application resources was posted on the ACDS website on June 21, 2018; and 3) reminders about the FY2018 CoC Application Planning Meeting scheduled for July 13, 2018 was sent via email. Three groups not previously funded attended the July 13, 2018 FY2018 CoC Application Planning Meeting. Technical Assistance was provided to two groups expressing interest in applying for funds by ACDS, lead agency, for MD-503 CoC.

In the FY2018 competition, all new and renewal project applications, including two applications submitted from a previously unfunded entity, were submitted and entered into esnaps by August 10, 2018 and reviewed by the Ranking and Review Committee on August 17, 2018. The Ranking and Review committee recommended including one new project from a previously unfunded entity to be included in the FY2018 CoC Application.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Not Applicable
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

ACDS, the MD-503 CoC’s Collaborative Applicant, is under contract with Anne Arundel County to administer the ESG and CoC program and to provide staff support to the County’s Homeless Coalition. As a result, the CoC establishes the strategy for the use of ESG funds. CoC members participate in two annual

budget hearings where the allocation of ESG funds are discussed. ACDS staff are responsible for leading the County's Consolidated Plan and as such includes MD-503 CoC members in the process. The City of Annapolis Community Development Administrator, administers CDBG and State funds, is also CoC Board member. HMIS data, including total homeless counts and ESG funded shelter performance data (e.g. length of stay, occupancy, income, housing placement and performance measures), HIC, and PIT data, is reported on quarterly at CoC Board meetings. The MD-503 CoC uses performance data from ESG funded programs to make and recommend funding decisions in its role as grants administrator. Recently, the State of Maryland developed a new consolidated Homeless Solution Grant process (consolidated both State ESG and State funded homeless programs) and the CoC established a grant review committee which used performance data to make funding recommendations to the State. ACDS, as the designated as the MD-503 lead agency, is responsible for conducting thorough monitoring of ESG programs. Results of these monitoring visits are also utilized when making funding decisions.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

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

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

The MD-503 CoC benefits from the expertise of the YWCA of Anne Arundel County, a voting member of the Homeless Coalition Board of Directors, and the agency responsible for providing an array of services for survivors of domestic violence, dating violence, and sexual assault. The YWCA operates the County's only domestic violence safe house shelter and offers services in the areas of licensed therapy, legal representation/advocacy, 24-hour domestic violence/sexual assault hotline, support groups, hospital accompaniment for SAFE exams, and community education and outreach. The Safe House is located in a secure location and is accessed only through the 24-hour hotline.

The CoC's protocols to ensure the safety needs of survivors include an initial

assessment as part of the CoC Coordinated entry(CE). When individuals fleeing domestic violence are identified, they are referred to the YWCA 24-hotline and assessed for the safe house based on a complete lethality assessment. The YWCA ensures 24-hour access to case managers to ensure a prompt response to individuals in crisis. The staff of the YWCA Hotline determine appropriate services and ensure safety and confidentiality of survivors. Families can also choose to go Sarah's House Emergency shelter located on the Ft. Meade Army base which has enhanced security. Sarah's House has confidentiality protocols in place to ensure the privacy and safety of its participants. The CoC CE coordinator is responsible for ensuring shelter placement is made.

The YWCA services emphasize "trauma informed care" and respond to those who have experienced violence by offering counseling by qualified staff and licensed therapists. Additionally, staff at the County's family shelter, Sarah's House has also received training in "trauma informed care" and work to ensure those who have experienced violence are sensitively linked to necessary resources and services. Training on Trauma Informed Care has been offered to CoC members

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The YWCA is the subject matter expert for issues related to domestic violence, sexual assault, teen dating violence, stalking, and trafficking. They are active on the Board of the Maryland State Board of Victim Services, Maryland Human Trafficking Taskforce, Domestic Violence Coordinating Council, Fatality Review Team, Sexual Assault Response Team, and Family Violence Council. The YWCA provides training to law enforcement, military, judiciary, schools, shelters, and civic/community groups.

Staff from the YWCA, a Homeless Coalition Board member, participated in the development of the County Coordinated Entry (CE) process, including educating CoC members on the lethality assessment used by the YWCA. As the CoC developed a single assessment tool for its coordinated entry, an initial question "are you in danger?" is asked and if the answer is "yes" than the assessor makes the referral to the YWCA 24-hour hotline. The YWCA completes the lethality assessment and makes an appropriate referral based on the score. The YWCA staff coordinates with the CE coordinator to ensure emergency housing placement or appropriate referral. Additionally, programs such as Catholic Charities, Sarah's House Shelter, utilize the best practice of motivational interviewing in an effort to clients, including those with a history of domestic violence, with their past traumas.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The MD-503 CoC utilizes various data sources to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking. The YWCA, as the local expert for the field, maintains a separate data base of services provided. The YWCA has seen significant growth in service need for this population, and reported that in FY18 the YWCA provided over 10,000 units of service in areas such as licensed therapy, legal representation/advocacy, safe house shelter, 24-hour domestic violence/sexual assault hotline, support groups, certified abuser intervention training, hospital accompaniment for SAFE exams following a rape, community education and outreach, and prevention initiatives in response to teen dating violence.

On the other hand, specifically, with regards to the homeless, the County's HMIS system has identified the following de-identified, aggregate data. Between July 1, 2017 and June 30, 2018, 142 persons were served in non-DV shelters yet had a history of domestic violence, 7 households in transitional housing programs identified as having a history of domestic violence, 85 persons identified with having a history of domestic violence are in PSH (including RRH projects), and finally, 23 individuals with a history of DV are working with a street outreach team. These numbers cannot be de-duplicated and the same person may have been in multiple projects throughout the report period. Due to the limited number of spaces in the YWCA Safe House, 35 individuals identified as actively fleeing but were served in non-DV shelter.

1C-4. DV Bonus Projects. Is your CoC Yes
applying for DV Bonus Projects?

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

1C-4b. Applicants must describe:
(1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

The MD-503 CoC utilizes various data sources to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking. The YWCA, as the local expert, maintains a separate data base of services provided. The YWCA has seen significant growth in service needs for this population, and reported in FY18 that the YWCA provided over 10,000 units of service in areas such as licensed therapy, legal representation/advocacy, safe house shelter, 24-hour domestic violence/sexual assault hotline, support groups, certified abuser intervention training, hospital accompaniment for SAFE

exams following a rape, community education and outreach, and prevention initiatives in response to teen dating violence. The YWCA's Safe House Shelter served 275 persons during the last fiscal year. They responded to approximately 2200 calls through the Domestic Violence/Sexual Abuse hotlines. An additional 4000 calls came through the legal hotline.

Additionally, with regards to those entering the County's homeless shelters and programs, the County's HMIS system has identified the following de-identified, aggregate data. Between July 1, 2017 and June 30, 2018, 142 persons were served in non-DV shelters yet had a history of domestic violence, 7 households in transitional housing programs identified as having a history of domestic violence, 85 persons identified with having a history of domestic violence are in PSH (including RRH projects), and finally, 23 individuals with a history of DV are working with a street outreach team. These numbers cannot be de-duplicated and the same person may have been in multiple projects throughout the report period. Due to the limited number of spaces in the YWCA Safe House, 35 individuals identified as actively fleeing but were served in non-DV shelter.

1C-4c. Applicants must describe:

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
 - (2) data source the CoC used for the calculations; and**
 - (3) how the CoC collected the data.**
- (limit 2,000 characters)**

The YWCA's Safe House Shelter served 275 persons during the last fiscal year. They responded to approximately 2200 calls through the Domestic Violence/Sexual Abuse hotlines. An additional 4000 calls came through the legal hotline. Additionally, the MD-503 HMIS identified additional persons identifying that they had either histories of domestic violence or were actively fleeing domestic violence but were unable to find shelter at the Safe House due to space. The HMIS system documented 142 persons in shelter and 7 families in transitional along with 23 identified through street outreach. The Data sources used to document this data includes the YWCA information management system and the MD-503 HMIS system. The data is collected through initial assessment to Safe House, shelter, or transitional housing programs.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
 - (2) quantify the unmet need for housing and services for DV survivors;**
 - (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**
 - (4) describe how the CoC determined the unmet need for housing and services for DV survivors.**
- (limit 3,000 characters)**

The YWCA is unable to meet the capacity to serve women and families fleeing

domestic violence in Anne Arundel County. Due to the lack of beds, women and families fleeing domestic violence will need to seek temporary housing in the County's emergency family shelters or remain with their abusers. Additionally, in order to ensure the Safe House is able to serve a greater number, once stabilized, domestic violence survivors unable to find housing during their 30- day stay are exited to the County's family shelters. The YWCA estimates there is a need for 350 beds for domestic violence survivors and an unmet need of 75 beds per year. This data was generated from the YWCA's information management data system and was primarily based on the gap for emergency beds and takes into account the number of victims that must be turned away due to the lack of space. The MD-503 CoC has not identified an unmet need for services as the YWCA has a robust offering of services for survivors of domestic violence and offer, in addition to the safe house shelter, licensed therapy, legal representation/advocacy, a 24-hour domestic violence/sexual assault hotline, support groups, certified abuser intervention training, hospital accompaniment for SAFE exams following a rape, community education and outreach, and prevention initiatives in response to teen dating violence.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The DV Bonus project, a rapid re-housing program, which the MD-503 CoC is applying for will address the identified gap for beds. The new rapid re-housing program is requesting funds for six 2-bedroom units which is expected to make available an additional 20 beds. While this program will not close the unmet need bed gap, it should allow the Safe House shelter to increase bed capacity through shortened stays. This will allow the Safe House shelter to accept a greater number of women and families fleeing abusers and reduce the number of persons they are unable to help or to refer to the County's family emergency shelters as well as provide those most in need of targeted DV services to easily access the array of DV/SA services and legal assistance.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

- (1) rate of housing placement of DV survivors;**
 - (2) rate of housing retention of DV survivors;**
 - (3) improvements in safety of DV survivors; and**
 - (4) how the project applicant addresses multiple barriers faced by DV survivors.**
- (limit 4,000 characters)**

The YWCA, the project applicant - subrecipient, has experience administering a rapid re-housing program funded with HPRP funds and through this program successfully connected clients to appropriate housing/resources. The organization began its first formalized response to supporting victims of domestic violence in the 1920s through the establishment of the Legal Services division to assist victims of intimate partner violence in obtaining peace and protective orders. In 1984, the YWCA secured funding and opened the County's only domestic violence safe house shelter. To date, this remains the only

domestic violence safe house shelter serving Anne Arundel County, Maryland. The YWCA has been identified as the subject matter expert for issues related to domestic violence, sexual assault, teen dating violence, stalking, and trafficking in the County.

Approximately 85% of the Safe House shelter exit to a positive housing placement. A successful placement includes obtaining an apartment of their own, shared housing, or if safe, a return to their own home. The majority maintain their housing post stay and are able to benefit from the YWCA's wrap around services. The YWCAs primary services focus on ensuring the safety of DV survivors and planning for safety is a part of case management and services.

The YWCA addresses the multiple barrier faced by DV survivors by offering a team of 42 paid employees and an equal number of consistent and committed volunteers. The YWCA provides 24-hour access to case managers as well as counseling, legal, and other services. Intake team members ensure a prompt response to individuals in crisis. The YWCA management team all hold graduate degrees in the areas of law, social work, social policy, and social service management.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Commission of Anne Arundel County	5.42%	Yes-Both	No
City of Annapolis Housing Authority	39.00%	Yes-Both	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-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)

Both the Housing Commission of Anne Arundel County and the City of Annapolis Housing Authority have a homeless preference as part of their written policies.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? Yes

**Move On strategy description.
(limit 2,000 characters)**

While not officially called a Move On Strategy, the Housing Commission of Anne Arundel County (HCAAC), PHA, has a policy that has been in place for a number of years that has transferred households from CoC funded projects they administer to their Housing Choice Voucher Program. This is typically done after consultation with the agency providing case management and the recommendation that the household is stable and requires limited support to remain housed. Approximately 5-10 households are moved annually through this process, freeing up CoC funded units to serve more vulnerable, chronically homeless individuals and families. The HCAAC has also created Move On Strategies for several other programs utilizing Housing Choice vouchers. The HCAAC provides approximately 25 housing vouchers for homeless families and 8 units for homeless individuals to several nonprofit programs. The HCAAC has made a commitment to these programs to transfer families and individuals to mainstream HCV as available after approximately a year of receiving project based housing assistance. These allow families to flow from PSH to permanent housing and allows the CoC to serve additional families.

The CoC has also coordinated with the owners, developers of Low Income Tax Housing Credit (LIHTC) developments to ensure homeless households gain access to new affordable housing projects as they begin to lease up. This past year, 15 homeless households leased units at a new 100-unit multi-family project managed by the HCAAC, which is 15 percent of the project.

The CoC plans to continue to explore ways to work with the HCAAC to develop Move On Strategies that will allow other CoC funded programs operated by County agencies to move individuals to the mainstream HCV program.

**1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness.
(limit 2,000 characters)**

No provider receiving federal, State, or County funds within the MD-503 CoC is allowed to discriminate against or deny services to LGBT individuals and families experiencing homelessness. The MD-503 CoC coordinated entry for both shelter and its permanent supportive housing programs each have one community wide waitlist and referral process. Therefore, the CoC can track denials and the reasons for these denials. In the past 12 months, there have been no instances of discrimination against LGBT individuals or families experiencing homelessness.

The MD-503 ensures that LGBT families which present together, remain together and are given the same services any other family would receive. No family is asked to split up due to family composition and a shelter is required to offer the same accommodations to a family identifying as LGBT as they would any other.

The MD-503 CoC ensures implementation of Equal Access to Housing and anti-discrimination policies by offering training at case manager, housing, and coalition meetings; incorporating policies in sub recipient agreements, CoC Policy manual, and in program policies; and through one-on-one monitoring and training of sub recipients. An appeals process is outlined in the CoC's policies identifying both the County's Homeless Coordinator and Collaborative Applicant contact information. The MD-503 CoC takes this potential issue seriously when establishing partners within the community. Any concern about potential discrimination would be investigated and addressed by the lead agency and Coalition Board.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness 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"/>
Engaged/educated local business leaders:	<input type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>

No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC’s standard assessment tool.
(limit 2,000 characters)

The MD-503 CoC adopted a No Wrong Door coordinated entry (CE) model for its emergency shelter system. This means that any person seeking shelter can contact an array of agencies and be screened for shelter using a universal screening tool and be placed or added to a shared waitlist. Those seeking shelter or services can be assessed in-person at (i.) the County Department of Social Services (DSS) in Glen Burnie or Annapolis; (ii) Light House shelter in Annapolis; and (iii) Arundel House of Hope in Glen Burnie. For those unable to present for an in-person screening, both DSS and Sarah’s House conduct screening by phone. DSS staff offers after-hour phone assessments. All agencies add to the wait list for the three County shelters. The Shelter Gatekeeper reviews the assessment and based on the vulnerability score, ranks and offers shelter placement to those most at-risk.

MD-503 has a Homeless Outreach Team and Crisis Responses Team which connects homeless individuals throughout the County to a CE screening agency. The CE is advertised on the ACDS and the County websites. The County’s Crisis Response provides 24-hour a day, 7 days a week referrals and guidance for accessing the shelter CE.

The CE screening tool developed for the accessing shelter prioritizes homeless individuals and families based on the following ratings: (1) Housing Rating - The CoC give priority to those on street, then those coming out of another shelter, then those that are doubled up;(2) Income Rating- prioritization is given to those with no income, then those with limited income, then those with sufficient income; (3) Safety Rating - prioritization is given to those fleeing domestic violence when the County’s Safe House is at capacity; (4) Health Rating- prioritization is given to those with chronic health problems, then those with managed health problems, then those with no health problems. The MD-CoC also has an assessment process and one waitlist for PSH programs.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

- (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and**
- (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.**

(limit 2,000 characters)

The MD-503 CoC gave preference as evidenced by awarding higher ranking and rating points to projects serving the following three populations: 1) chronically and vulnerable homeless, 2) survivors of domestic violence, and 3) homeless youth. The MD-503 CoC remains committed to ending chronic homelessness in the County and has established a targeted by-name waitlist, ACCESS HOUSING, which prioritizes the County’s most vulnerable chronically homeless. A total of 75 Chronically Homeless persons were identified in the County’s PIT count. Prioritizing PSH projects serving the chronically homeless so units continue to be available has made a difference in the reduction of this number. The new (initiated in 2016) Homeless Outreach Team has helped 31 homeless from the streets move into CoC-funded PSH housing in FY2017. Therefore, given the County success, targeting the chronically homeless remains a priority in our ranking/rating criteria. Additionally, new projects serving survivors of domestic violence are also given higher priority. As described in prior sections of the application, housing for DV survivors is a need and therefore programs serving this population received additional ranking points. As the CoC has established a plan for ending youth homelessness,

projects for unaccompanied homeless youth were also given additional points in the ranking process. Unfortunately, the MD-503 CoC was limited in the number of new projects it was able to include in the FY2018 CoC Application and other factors in the review/rating criteria were also used to select/distinguish projects.

- 1E-3. Public Postings. Applicants must indicate how the CoC made public:**
- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
 - (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
 - (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input checked="" type="checkbox"/>	CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: No

1E-4a. If the answer is “No” to question 1E-4, applicants must describe how the CoC actively reviews performance of existing CoC Program-

funded projects to determine the viability of reallocating to create new high performing projects. (limit 2,000 characters)

The MD-503 CoC reviewed and ranked all projects as part of the CoC Application process. Project evaluation include criteria such as meeting Housing 1st standards, APR and other performance data, and organizational capacity. Projects scoring less than 150 on the rating scale were at risk of being reallocated. For the most part, PSH projects score within points of each other. This year, one project ranked lower due to expenditure problems and low bed count but had already begun making significant progress to address and thereby improve performance. The CoC also evaluates trends to determine if a project rank lowest on priority list for multiple years. Projects are also monitored through monthly desk compliance checks and annually on-site monitoring for performance and regulatory compliance. All CoC funded PSH projects exceed 95% stability rate to meet the housing performance measure.

The MD-503 CoC does not have many agencies with the organizational capacity to administer TBRA assistance or operate housing programs and meet the required regulatory compliance. Therefore, the CoC works hard to work with providers to improve performance. With the exception of one new RRHP, all COC program-funded projects are PSH projects targeting and prioritizing the chronically homeless, utilizing one waitlist - the by-name ACCESS HOUSING Vulnerability list- and meet monthly to work collaboratively with other PSH providers to serve this population. Due to this collaborative process, and oversight by both CoC lead agency staff and County Homeless Coordinator who manages the HMIS system, by-name lists, and the Outreach Team, the CoC is able to work with project providers to trouble shoot issues and barriers in an effort to improve the performance of projects.

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;
(2) rejected or reduced project application(s)—attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required. Yes

2A-1a. Applicants must: 5-7 Governance Charter
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Mediware- Service Point

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Single CoC

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	132	9	123	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	19	0	19	100.00%
Rapid Re-Housing (RRH) beds	64	0	64	100.00%
Permanent Supportive Housing (PSH) beds	267	0	267	100.00%
Other Permanent Housing (OPH) beds	55	0	55	100.00%

**2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)**

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/31/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/30/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.
(limit 2,000 characters)**

There was no change in the sheltered PIT Count implementation methodology in 2018. Shelter and transitional housing providers were required to enter data on each family or persons staying in the shelter on the night of the count in HMIS. The one change to the Sheltered PIT Count from 2017 to 2018 involved opening another cold weather shelter due to extremely cold conditions on the night of the count. The Stanton Center was opened, where more homeless individuals were sheltered in 2018.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	30
Beds Removed:	18
Total:	12

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct an unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe: (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process; (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count. (limit 2,000 characters)

The MD-503 CoC utilized the expertise of its homeless youth planning committee (Youth Reach). This Committee engages in strategic planning, participated in a comprehensive State funded homeless youth count in both 2016 and 2017 gaining insight into locations, and obtained state funding for a homeless youth street outreach team. The Committee is composed of providers of youth services, the school system, and homeless service providers. Participation by the homeless youth street outreach team and an Annapolis based homeless youth provider allowed the CoC PIT planning committee to identify and select locations where the largest number of unaccompanied youth would most likely to be on the night of the PIT count. While the PIT planning committee did not have a youth experiencing homelessness on the committee, the Homeless Youth Outreach Team works closely with youth experiencing homelessness to identify locations where youth are residing on the street. The lead for the PIT count is an active member of the committee and was able to incorporate their expertise into the PIT count design.

While the CoC documented a large number of unaccompanied homeless youth meeting the public school system definition of homelessness (i.e. staying in temporary doubled up situations) on the night of the PIT count, due to frigid cold, few homeless youth were identified on the street or in shelter and met HUD’s definition. A total of 2 unaccompanied youth were identified on the street and 8 unaccompanied youth were identified in shelter. Additionally, three (3) parenting youth households were identified.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:

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

(limit 2,000 characters)

The MD-503 CoC continues to identifying those experiencing chronic homelessness (CH) living on the streets or other places not meant for human habitation and maintains a by-name list of CH individuals. The Homeless Outreach Team continues to seek out and identify new CH individuals and families and receive referrals from the Crisis Response Team, police, and concerned community members. In this way, the CoC has developed a better map of known locations of where the CH homeless stay. Additionally, better assessment of shelter guests determine individuals and families meeting the CH definitions and improve the PIT count. On the day of PIT count, volunteers went to these “known locations” and conducted the count. Individuals were cross- referenced with current by-name list to identify them as CH.

The CoC counts families with children residing in the County’s shelters as well as contacts any agency which provide funds for families to stay in motels on the night of count. Rarely, are families identified as staying on the street, however, the Homeless Outreach Team and PIT Count volunteers check “known locations” such as the parking lot of the local Walmart to try and identify any family staying in a car.

The PIT survey instrument asks about veteran status. The CoC also has a veteran by-name list which is cross-referenced as part of the CoC’s efforts to count homeless veterans.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	613
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3A-1a. Applicants must:

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

In FY2017, a total of 613 persons entered emergency or transitional housing programs for the first time. The risk factors the MD-503 CoC uses include paying more than 50 percent of income for housing, health crisis, including addiction or a mental health diagnosis, and unstable employment and low wages. Opioid addiction has been identified more frequently in the past year as a reason for an increase of new homeless persons residing on the streets in some of the County's homeless encampments as well as in shelter. The CoC's prevention and diversion services include: 1) identifying and offering prevention services to those at-risk of eviction by offering case management and financial assistance; 2) Assessing and diverting individuals and families from shelters by identifying alternative housing options such as helping them connect with other family member through the provision of transportation. Some examples of these efforts include the CDBG and ESG funded Community Action Agency and Light Housing Shelter Safe Harbor Program homeless prevention programs or the United Way working in partnership with the County School system counselors to identify families at-risk of homelessness. These programs help develop plans of action and may include providing funds for eviction prevention, or auto repair. The County's crisis hotline also assesses needs and make referrals and can provide County funded financial assistance to prevent and divert persons from entering shelter. The CoC will explore ways to work with the Health Department to address the Opioid crisis and determine strategies to prevent an increase in homelessness. The County's Homeless Coordinator is responsible for overseeing this strategy.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:

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- (1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);**
 - (2) describe the CoC’s strategy to reduce the length-of-time individuals and persons in families remain homeless;**
 - (3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - (4) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

The average length of time individuals and persons in families remain homeless was 87 days, however, they remained homeless in emergency or transitional housing for 11 fewer days than the prior year. This performance measure has been a challenge for the CoC emergency and transitional housing providers because without subsidies or short term assistance (RRH), it is difficult to locate housing affordable to those with limited incomes. This is especially true since the implementation of the Coordinated Entry (CE) for emergency shelter which gives priority to those from the street, with greater vulnerability, such as an addiction or mental health diagnosis, or lack a fixed income. Some of the strategies used to reduce the length of time someone remains homeless includes: (1) through an assessment, quickly identify housing barriers and options; (2) increasing the number of rapid re-housing programs in the County; (3) prioritizing those in shelter or on the street for both rapid re-housing programs and PSH programs; (4) identifying and taking advantage of new housing opportunities, such as getting homeless clients on waitlists of new LIHTC projects by helping clients apply the day a waitlist is opened. Given the challenges of this measure, the CoC will seek training and technical assistance for its emergency shelter and transitional housing providers to determine best practices and to troubleshoot some of the obstacles identified. The responsible organization for this strategy is ACDS.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:

- (1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and**
- (2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.**

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	38%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	92%

3A-3a. Applicants must:

- (1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and**
- (2) describe the CoC’s strategy to increase the rate at which individuals**

**and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
 (limit 2,000 characters)**

FY2017, 38 percent of those exiting shelter or transitional housing found a permanent housing destination and 92 percent of all persons in PSH remained housed or exited to a PH destination. The County has been successful at helping participants remain housed upon the completion of RRH programs. Several exits due to death was part of the reason for a lower percentage of individuals and persons in families in remaining in permanent housing.

The CoC main strategy to increase the rate of those in emergency and transitional housing exit to permanent housing destinations includes: (1) comprehensive assessment to quickly identifying housing barriers and options in order to develop a housing plan; (2) develop and build better landlord relations and identify funding to initiate a landlord incentive program; (3) continuously identifying and taking advantage of new housing opportunities; (4) exploring new partnership with HCAAC to develop "Move On" strategies to free up additional PSH spaces. The CoC will continue the strategy of using the by-name lists for all PSH programs and holding monthly case conferencing meetings with the focus of getting participants housed as quickly as possible. Not evident by this percentage, is the CoC's success in assisting 31 homeless individuals living on street move to CoC funded PSH housing based the CoC's order of priority vulnerability list.

The CoC's strategy to increase the rate at which those in PSH remain permanently housed include: (1) incorporating the housing first model into program design and to minimize discharge from programs; (2) providing comprehensive supportive services; and (3) strengthening landlord relations. The MD-503 CoC is seeking technical assistance or training to determine why the percent of households exiting shelter or transitional housing is not higher and to re-design programs to better accomplish this goal.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	5%

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
 - (2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

The percent of homeless returning to homelessness in MD-503 CoC is five (5)

percent. The common factors of individuals and persons in families who return to homelessness include: (1) an untreated addiction or mental health diagnosis, (2) families or individuals who rely on a shelter as a safety net, and (3) unstable employment and high housing cost. The CoC's strategy to reduce returns is to 1) develop an array of housing resources including PSH, Rapid Re-Housing, and Other PH resources and to target the housing intervention through case conferencing meetings and utilizing the by-name lists; 2) offer follow-up services such as Sarah's House Service Linked Housing Program and case management; and 3) minimize discharge from PSH programs by again offering case management and landlord mediation. The CoC has prioritized housing extremely vulnerable, chronically homeless, as well as increasing the number of rapid re-housing programs in the County. Additionally, Catholic Charities offers 20 units of permanent housing at Ft. Meade for families. These families are given priority to receive a mainstream Housing Choice Voucher after a year in the program. ACDS, Lead agency for CoC, is responsible for overseeing this strategy.

3A-5. Job and Income Growth. Applicants must:

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

In MD-503 CoC emergency shelters, employment and benefit services including employment specialists, job training (e.g.: food service or building management training), as well as transportation assistance are offered. DSS provides on-site services at shelters to enroll participants in mainstream programs and utilize the County's S.O.A.R program to assist participants in applying for SSI/SSDI. The Homeless Outreach Team is able to enroll clients in benefits in the field. Workforce Development Corporation outreaches and markets programs to local shelters and has funded a program at the Light House Shelter. Shelters staff and rapid re-housing providers help participants access Workforce Development Corporation programs. The Workforce Development Corporation staff is invited and has participated in Homeless Coalition to ensure that providers of homeless services are aware of the array of services. Given the target population for CoC funded PSH program are extremely vulnerable, disabled chronically homeless persons, the CoC is looking to develop partnerships with the County's supported employment programs to help increase cash income. ACDS is responsible for overseeing this CoC strategy.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/31/2018

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**
- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and**
 - (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.**

Total number of beds dedicated as DedicatedPLUS	89
Total number of beds dedicated to individuals and families experiencing chronic homelessness	69
Total	158

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<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	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Applicants must:

- (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;**
 - (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and**
 - (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.**
- (limit 2,000 characters)**

The MD-503's CoC's strategy to rapidly rehouse every family with children within 30 days includes the following strategies (1) ensuring referrals for RRH target families in emergency shelter or on the street; (2) recruiting landlord and building better landlord relationships so they are willing to accept families who do not meet income qualifications, have criminal histories, or past evictions or poor rental histories; (3) comprehensive assessment to target the 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 has been chronically homeless; (4) use of a family by-name waitlist and case conference meetings to help identify best housing option; and (5) increase supply of rapid rehousing or other housing programs funded by CoC, United Way, private funds or HOME funded TBRA programs.

The MD-503's CoC strategy to ensure families successfully maintain their housing once assistance ends involves linking each family to services, resources within the community of their choice to help them increase their income. The agency responsible for overseeing the CoCs strategy is the County's Homeless Coordinator.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input checked="" type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input checked="" type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth

Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<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	<input type="checkbox"/>

**3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
 (limit 3,000 characters)**

The MD-503 CoC, through its homeless youth committee (Youth Reach) is working to expand services and housing to homeless youth. Youth Reach conducted a targeted homeless youth count in both 2017 and 2018 and based on the insights gained from the surveys has developed a strategic plan to end youth homelessness. The committee obtained funds from the State Office of Children, Youth, and Families to develop and begin the operation of a Street Outreach Team for unaccompanied homeless youth to better serve the youth reported to be staying in abandoned buildings, on porches, and sleeping in tents or cars. The Outreach Team is working to find housing opportunities for youth. The committee, under the County's Partnership of Children, Youth, and Families, has applied for RRH funds and the committee is looking for ways parenting youth or youth aged 18-24 can access and be given priority for CoC or ESG funded RRH programs. The Committee is also planning to open a Outreach Center in the northern part of Anne Arundel County to provide a safe place for unaccompanied youth to seek resources and services.

3B-2.6a. Applicants must:

- (1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;**
 - (2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and**
 - (3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.**
- (limit 3,000 characters)**

In 2016 and 2017, the Anne Arundel County Youth Subcommittee of the Homeless Coalition took part in the Statewide Youth Reach count of unaccompanied, homeless youth. Although, the definition of unaccompanied, homeless youth used in the survey was broader than HUD's homeless definition, according to the 2017 Youth Reach survey, unaccompanied homeless youth increased from 47 in 2016 to 151 in 2017, a 300 percent increase. A disproportionate number of those surveyed emanated from North County near Baltimore City. Of the 151 youth surveyed in Youth Reach, 29 percent chose to leave home and 42 percent were asked to leave by a parent or guardian; only three percent received any government services; a disproportionate number are African American (53 percent) and 26 percent or 40 youth were identified as living outside or in an abandoned building.

Based on this data, the MD-503 strategy will focus on increasing housing and services for these 40 youth with a goal of increasing housing for 10 unaccompanied homeless youth in FY2018 as well as to establish an outreach center for homeless youth in the northern part of the Anne Arundel County. The CoC will explore prioritizing a few of its RRH units for unaccompanied young families. The MD-CoC will measure this through data obtained in the CoC's HMIS system to determine number of youth housed as well as will measure the increase in support services by whether a outreach center is opened with the next year for unaccompanied homeless youth.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**
 - (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);**
 - (3) school districts; and**
 - (4) the formal partnerships with (1) through (3) above.**
- (limit 2,000 characters)**

The MD-503 collaborates with youth education providers, McKinney-Vento Education Agency (SEA) and Local Education Agency (LEA) in the school district.

The MD-503 collaborates with youth education providers such as various day care programs serving homeless youth. The County has a partnership and agreement with Catholic Charities to operate a day care center for homeless children. While not a formal partnership, the MD-503 has collaborated with the McKinney-Vento State Education Agency through the CoC's participation in the

Youth Reach count. The State made it possible for the County's schools to administer the Youth Reach Survey to unaccompanied homeless youth at local high schools. The MD-503 has a formal partnership with the LEA. The County's public school system has a designated Homeless Liaison who is an active member of the CoC's Board/coalition, and a lead on the committee for homeless youth. 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.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)

The 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 about transportation, organize school orientation to educate families about rights and resources, arrange and host parent/teacher conference at the shelter; and together (PPW, teachers, and Program staff) arrange tutoring and other academic supports for families. The County's school system Homeless Liaison participates in the County's Homeless Resource Day to ensure families - who may be doubled up with friends or families or at-risk of homelessness - receive information about their eligibility for education services. Additionally, the homeless liaison also presents at Homeless Coalition meeting which includes a wider range of stakeholders to ensure they are also educated about McKinney-Vento Programs that benefit homeless children. The Homeless Liaison also meets with homeless families residing in local motels to enroll children in school and services.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

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

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

MD-503 CoC works to ensure all veterans eligible for VA services are identified, assessed and referred to appropriate resources. The MD-503 CoC has a veteran by-name list and meets monthly via -phone or in-person 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. 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 services. The CoC is able to generate a monthly status report documenting the CoC’s progress towards ending VA homelessness. Additionally, the County has a Per Diem funded transitional housing program for homeless veterans, although, this program serves veterans from the greater Baltimore region as well as Anne Arundel County residents. As of Spring 2018, approximately 15 names remained on the MD-503 Veteran by-name list. During the last County budget process, the County Executive made available County and HOME funds for TBRA program for veterans in an effort to end veteran homelessness in the County.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must: (1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless Yes

**assistance;
(2) if the CoC conducted an assessment,
attach a copy of the summary.**

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
There are no racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	<input checked="" type="checkbox"/>
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	<input type="checkbox"/>
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	<input type="checkbox"/>
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	<input checked="" type="checkbox"/>
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	<input checked="" type="checkbox"/>
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	<input checked="" type="checkbox"/>
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	<input type="checkbox"/>
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	<input type="checkbox"/>
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	<input checked="" type="checkbox"/>
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	<input checked="" type="checkbox"/>
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:**
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

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

- 4A-1a. Mainstream Benefits. Applicants must:**
- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
 - (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

All of the County providers have established procedures to help program participants enroll in mainstream benefits. The County’s Department of Social Services has placed a benefits eligibility staff at the County’s family shelter. The Homeless Outreach Team has staff able to enroll homeless individuals in Food Stamps and TANF, and the general assistance program. Programs utilize SOAR to apply for SSI/SSDI. Many of the CoC PSH programs utilize state and federal Medicaid – both grant funded and fee-for-service funds - for mental health/health services for participants. The County has two ACT Teams that also link homeless to mainstream benefits. The County has a crisis response hotline where individuals are able to be linked to needed services, such as substance abuse programs. The Homeless Coordinator holds meetings on a

quarterly basis for case managers to educate them on available resources and new programs. DSS Homeless Coordinator is the organization/position responsible for overseeing this strategy.

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	16
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	15
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	94%

4A-3. Street Outreach. Applicants must:

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

As part of its efforts to end chronic homelessness, the MD-503 CoC recognized the need for a comprehensive Homeless Outreach Team and obtained County and CDBG funds to develop one in 2016. In its first year of operation, the Homeless Outreach Team successfully linked more than 30 chronically and vulnerable homeless to PSH. The Team works closely with the County's mental health Crisis Response Team with the sole purpose to work with homeless individuals and families living in places not fit for habitation and to link these persons to housing and services. The Homeless Outreach Team covers 100 percent of the County. Two outreach workers visit all known encampments and street locations, on a monthly basis, to build relationships and link persons experiencing homelessness to services. Services, when possible, are brought to the encampments. For example, one member of the Team completes applications for income benefits; staff from the County's Health Department has been brought to the camp to give flu shots; and housing assessments, such as VI-SPDAT, are administered as new individuals are identified. The Homeless Outreach Team receives tips from concerned community members, police, or the Crisis Response Team in order find persons experiencing homelessness, but are least likely to request assistance.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

The MD-503 CoC has implemented many strategies to further fair housing and to make all services and housing accessible. The MD-503 CoC utilizes two websites to market programs serving the homeless – both the ACDS website and the Anne Arundel County website - to ensure that anyone regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability is made aware of the County's housing programs. The County's Mental Health Agency operates a Crisis Warmline, which is marketed in various forms, including on resource cards, which are distributed to the homeless via the outreach team and at libraries. The Crisis Warmline provides immediate access to a hotline operator who can assist with needs and make referrals or send crisis team. The County's Homeless Coordinator and staff make accommodations to assist with communication, including finding sign language experts, utilizing accessible sign language applications on iPhones or iPads, large print documents, and using interpreters as needed. Many CoC funded programs have Spanish speaking staff whom assist those with limited proficiency. The CoC benefits from efforts identified in the County's Fair Housing Plan currently being implemented.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	87	64	-23

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Adminstration...	09/11/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	MD-503 Coordinate...	09/17/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	MD-503 Rank and R...	09/11/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	MD-503 Public Pos...	09/17/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	MD-503 Public Pos...	09/17/2018
1E-4. CoC's Reallocation Process	Yes	MD-503 Reallocati...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	MD-503 Projects A...	09/17/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	MD-503 - Project ...	09/17/2018
1E-5. Public Posting–Local Competition Deadline	Yes	MD-503 - NOFA and...	09/17/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	MD-503 Governance...	09/17/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS - Policies a...	09/11/2018
3A-6. HDX–2018 Competition Report	Yes	MD-503 - HUD Perf...	09/11/2018
3B-2. Order of Priority–Written Standards	No	MD-503 Order of P...	09/11/2018

3B-5. Racial Disparities Summary	No	MD-503-Racial Dis...	09/17/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: PHA Administration Plan - Homeless Preference

Attachment Details

Document Description:

Attachment Details

Document Description: MD-503 Coordinated Assessment Tool

Attachment Details

Document Description: MD-503 Rank and Review Criteria

Attachment Details

Document Description: MD-503 Public Posting of FY2018 CoC Application

Attachment Details

Document Description: MD-503 Public Posting - Project Review & Selection Criteria

Attachment Details

Document Description: MD-503 Reallocation Process

Attachment Details

Document Description: MD-503 Projects Accepted

Attachment Details

Document Description: MD-503 - Project rejected notification

Attachment Details

Document Description: MD-503 - NOFA and competition deadline

Attachment Details

Document Description: MD-503 Governance Charter

Attachment Details

Document Description: HMIS - Policies and Procedure Manual

Attachment Details

Document Description: MD-503 - HUD Performance Report

Attachment Details

Document Description: MD-503 Order of Priority

Attachment Details

Document Description: MD-503-Racial Disparities Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/17/2018
1B. Engagement	09/17/2018
1C. Coordination	09/17/2018
1D. Discharge Planning	09/17/2018
1E. Project Review	09/17/2018
2A. HMIS Implementation	09/17/2018
2B. PIT Count	09/17/2018
2C. Sheltered Data - Methods	09/17/2018
3A. System Performance	09/17/2018
3B. Performance and Strategic Planning	09/17/2018
4A. Mainstream Benefits and Additional Policies	09/17/2018
4B. Attachments	09/17/2018

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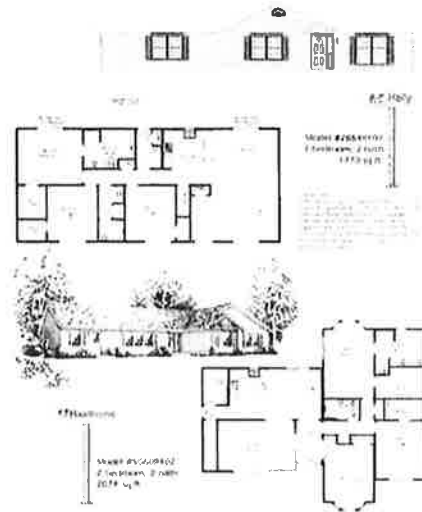
Submission Summary

No Input Required

HOUSING CHOICE VOUCHER

ADMINISTRATIVE PLAN

REVISED AND EFFECTIVE
JULY 1, 2016



HOUSING COMMISSION OF ANNE ARUNDEL COUNTY



7477 Baltimore-Annapolis Blvd.
POST OFFICE BOX 817
GLEN BURNIE, MARYLAND 21060-2817
(410) 222-6200 TDD (410) 768-6429
FAX (410) 222-6214
E-Mail pha@hcaac.org

- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.

All Family members who will be assisted through the Housing Choice Voucher program must be listed and verified as household members at the time of acceptance on the Program. Additions to the household will only be permitted if they meet the criteria listed above, and at the request of the head of household. Additions to the family must be as a result of birth, marriage, custody, adoption, or reasonable accommodation for health care. These situations must be verified prior to addition to the family.

If the addition to the family is a minor, then he/she must be placed in the household through birth, adoption, court order or proof of legal custody or through designee from a parent or other person having custody, with written permission of such parent or other person.

C. PREFERENCE IN SELECTION OF TENANTS

Applicants who qualify under 24CFR 982.207 for Selection Preference are given priority on the waiting list. All applicants with the following Primary Preferences will receive assistance "before" any other applicant who is not so qualified. An applicant qualifies for a preference if they meet any of the following conditions.

1. **Substandard Housing: A unit is substandard if it:**
 - a. Has been declared unfit for habitation by a government agency.
 - b. Is dilapidated (does not provide safe, adequate shelter; has one or more critical defects requiring considerable repair, endangers the health, safety, and well-being of family).
 - c. Does not have operable indoor plumbing.
 - d. Does not have a usable flush toilet in the unit for the exclusive family use. Does not have usable bathtub or shower in the unit for exclusive family use.
 - e. Does not have adequate, safe electrical services.
 - f. Does not have an adequate, safe source of heat.
 - g. Should, but does not, have a kitchen.

Homeless



An Applicant who is a "Homeless Family" is considered to be living in substandard housing if they:

- * a. Lack a fixed, regular, adequate night time residence.**
- * b. Have a primary nighttime residence that is supervised public/private shelter providing temporary accommodations, or an institution providing temporary residence for individuals, intended to be institutionalized, or a public/private place not ordinarily used as a sleeping accommodation for human beings. ("Homeless Family" does not include any individual imprisoned/detained pursuant to State Law or an Act of Congress.)**

2. Involuntary Displacement: Involuntary displaced applicants are applicants who have vacated or will (within no more than six months from date of verification) vacate housing as a result of:

- a. Federal, State, or local government action related to code enforcement, or public improvement/development.**
- b. A disaster such as a fire or flood that results in the un-inhabitability of an applicants' unit.**
- c. Action by a housing owner which is beyond an applicant's ability to control, occurs despite the applicant having met all previous conditions of occupancy, and is other than a rent increase.**
- d. Victims of domestic violence, as defined by the Violence Against Women Act, who have to vacate due to actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member. This violence must have occurred recently or be of a continuing nature.**
- e. Displacement to avoid reprisals (witness relocation), displacement by hate crimes, displacement by inaccessibility of unit (e.g., a family member with a mobility impairment cannot use critical elements of the unit), and displacement because of HUD disposition of a multifamily project.**

3. Paying in Excess of 50% of Income for Rent: The definition of this preference involves definition of two terms: "Annual Income" and "Rent".

For purposes of the Preference Rule, "Annual Income" is monthly income, as defined in 24CFR 5.609. "Rent" is defined as:

- a. The actual amount due under a lease or occupancy agreement (calculated on a monthly basis), plus the monthly amount of tenant-supplied utilities, which can be either:
 - i. The PHA's reasonable estimate of the cost of such utilities, or****

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2016 REVISED ACOP – Board Resolution No. 031016-05
2016 HUD Annual Plan Approval Date – September 7, 2016**

information, i.e. applicant's address, family composition, income category, and preferences.

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of the City of Annapolis will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with The Housing Authority of the City of Annapolis will be sent a notice of termination of the process for eligibility.

The Housing Authority of the City of Annapolis will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, The Housing Authority of the City of Annapolis will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the City of Annapolis, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the City of Annapolis system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, The Housing Authority of the City of Annapolis will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application and preferences.

9.8 WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the HACA's

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Admission and Continued Occupancy Policy
2016 REVISED ACOP – Board Resolution No. 031016-05
2016 HUD Annual Plan Approval Date – September 7, 2016

Selection Criteria as defined in this policy.

The HACA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, in public housing. When such matching is required or permitted by current law, the HACA will give preference to qualified families. Each preference will be assigned points based on the weight of the preference for ranking.

Families who reach the top of the waiting list will be contacted by the HACA to verify their preference and, if verified, the HACA will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the HACA.

The HACA places applicants on the waiting lists based upon the date and time of application and eligibility for a weighted selection preference as set forth below:

- 11 Points Local Resident-Displacement
- 10 Points Non Resident-Displacement
- 9 Points Local Resident-Working Preference
- 8 Points Non Resident-Working Preference
- 7 Points Local Resident-Veteran
- 6 Points Non Resident-Veteran
- 5 Points Local-Self Sufficiency
- 4 Points Non-Resident Self Sufficiency
- 3 Points Local Resident-Sub Standard Housing
- 2 Point No Resident-Sub Standard Housing
- 1 Point Local Resident, No Preference

This selection preference is available to:

11 Points – Displaced Local Resident:

(a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

(b) individuals who have been displaced by domestic violence and can document such:

- Domestic violence is when one person purposely causes physical or psychologically harm to another person they are dating, including sexual assault, physical abuse, and psychological/emotional abuse.

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- Dating Violence and abuse, also called intimate partner violence, is when one person purposely causes either physical or mental harm to another, including:
 - ✓ Physical abuse
 - ✓ Psychological or emotional abuse
 - ✓ Sexual assault
 - ✓ Stalking
 - ✓ Isolation (controlling all of the victim's money, shelter, time, food, etc.)

(c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or

(d) individuals displaced due to the inaccessibility of a unit.

(e) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designate for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground; or
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

10 Points – Displaced Non-Local Resident:

(a) individuals or families displaced by government action (i.e. required to move by any level of government: federal, state or local) or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

(b) individuals who have been displaced by domestic violence and can document such:

- Domestic violence is when one person purposely causes physical or psychologically harm to another person they are dating, including sexual assault,

Homeless
*

Housing Authority of the City of Annapolis
Admission and Continued Occupancy Policy
2016 REVISED ACOP – Board Resolution No. 031016-05
2016 HUD Annual Plan Approval Date – September 7, 2016

physical abuse, and psychological/emotional abuse.

- Dating Violence and abuse, also called intimate partner violence, is when one person purposely causes either physical or mental harm to another, including:
 - ✓ Physical abuse
 - ✓ Psychological or emotional abuse
 - ✓ Sexual assault
 - ✓ Stalking
 - ✓ Isolation (controlling all of the victim's money, shelter, time, food, etc.)

(c) individuals or families who have been subjected to documented reprisals and/or hate crime. A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his/her property. It must be based on the person's race, color, religion, sex, national origin, handicap/disability or familial status; and/or

(d) individuals displaced due to the inaccessibility of a unit.

(e) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designate for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

9 Points – Local Resident Working Preference:

This selection preference is available to individuals or families where

(a) the head of household must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) for, at least, twelve (12) months immediately prior to the date of placement. It must be apparent that the full-time employment is of a continuous, as opposed to a temporary nature, and the head of household must anticipate such continuous employment after the date of placement. Self-employed individuals may qualify for this selection preference if the head of

*Homeless **

COORDINATED ENTRY ASSESSMENT

Screeners Name:		Date:	
Name <i>(Last, First, M.I.):</i>		<input type="checkbox"/> M <input type="checkbox"/> F	DOB:
Primary Race: <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native American <input type="checkbox"/> Pacific Islander			
Ethnicity: <input type="checkbox"/> Hispanic/Latino		Client Phone Number:	
Social Security Number:		Served in Military?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Children or other household members Names	Race / Ethnicity	Date Of Birth	Gender

ALL QUESTIONS CONTAINED IN THIS QUESTIONNAIRE ARE OPTIONAL AND WILL BE KEPT STRICTLY CONFIDENTIAL.

Housing / Shelter	County Resided prior to being homeless?	
	Where did you stay last night?	<input type="checkbox"/> Outside / Car <input type="checkbox"/> Friend <input type="checkbox"/> Family <input type="checkbox"/> Own Place <input type="checkbox"/> Shelter <input type="checkbox"/> Jail <input type="checkbox"/> Hospital <input type="checkbox"/> Substance Abuse Program <input type="checkbox"/> Hotel <input type="checkbox"/> Other _____
	How long did you stay there?	
	Explain Homeless Situation:	
Vulnerability Rating	Do you have income (Check all that apply)	<input type="checkbox"/> Employment (Monthly Amount \$_____) <input type="checkbox"/> SSDI (Monthly Amount \$_____) <input type="checkbox"/> SSI (Monthly Amount \$_____) <input type="checkbox"/> TCA (Monthly Amount \$_____) <input type="checkbox"/> TDAP (Monthly Amount \$_____) <input type="checkbox"/> Unemployment (Monthly Amount \$_____) <input type="checkbox"/> Veterans Pension (Monthly Amount \$_____) <input type="checkbox"/> Child Support (Monthly Amount \$_____) <input type="checkbox"/> Other (Specify) _____ (Monthly Amount \$_____) <input type="checkbox"/> None
	Do you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is yes, what disability (Check all that apply)	<input type="checkbox"/> Mental Health <input type="checkbox"/> Physical <input type="checkbox"/> Developmental <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Substance Abuse
	Is the client ONLY interested in a specific shelter?	<input type="checkbox"/> Light House only <input type="checkbox"/> Sarah's House only <input type="checkbox"/> Winter Relief only <input type="checkbox"/> First available
	Domestic violence victim or survivor	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you currently fleeing? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, projected birth date: _____
	Housing Rating	<input type="checkbox"/> Street, car, outdoors, etc (1 pt) <input type="checkbox"/> Shelter, treatment facility (2 pt) <input type="checkbox"/> with family or friends (3 pts)
Income Rating	<input type="checkbox"/> No cash income, inadequate income, no credit (1 pt) <input type="checkbox"/> Limited income (2 pt) <input type="checkbox"/> Income sufficient but has other debt (3 pt)	
Safety Rating	<input type="checkbox"/> Safety is threatened, domestic violence or violence from non-domestic partner (1 pt) <input type="checkbox"/> Safe and stable (3 pt)	
Health Rating	<input type="checkbox"/> Chronic health, mental health, substance use requiring ongoing treatment (1 pt) <input type="checkbox"/> Manages health, mental health, and/or substance use (2 pt) <input type="checkbox"/> No health problems (3 pts)	
Total Risk (Vulnerability Rating):		

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

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

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

SINGLE ADULTS

AMERICAN VERSION 2.0

**** This is a survey - do not give this to your client to fill out on their own - you must survey the client! ****

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ____:____ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question or the assessor does not understand the question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

First Name _____	Nickname _____	Last Name _____
In what language do you feel best able to express yourself? _____		
Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
		Consent to participate <input type="checkbox"/> Yes <input type="checkbox"/> No

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

SCORE:

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

SINGLE ADULTS

AMERICAN VERSION 2.0

A. History of Housing and Homelessness

1. Where do you sleep most frequently? (check one)

(NOTE - those that are doubled up or staying with a friend/ family are not considered homeless under HUD definition and will not be considered for most housing opportunities)

- Shelters
 Transitional Housing
 Safe Haven
 Outdoors
 Other (specify):

Refused

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1.

SCORE:

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

Refused

3. In the last three years, how many times have you been homeless? _____

Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

B. Risks

4. In the past six months, how many times have you...

a) Received health care at an emergency department/room? _____

Refused

b) Taken an ambulance to the hospital? _____

Refused

c) Been hospitalized as an inpatient? _____

Refused

d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____

Refused

e) Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____

Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? _____

Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE:

5. Have you been attacked or beaten up since you've become homeless? Y N Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM.

SCORE:

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

SINGLE ADULTS

AMERICAN VERSION 2.0

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR **LEGAL ISSUES**.

SCORE:

8. Does anybody force or trick you to do things that you do not want to do? Y N Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **RISK OF EXPLOITATION**.

SCORE:

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? Y N Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR **MONEY MANAGEMENT**.

SCORE:

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY**.

SCORE:

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE**.

SCORE:

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS**.

SCORE:

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

SINGLE ADULTS

AMERICAN VERSION 2.0

D. Wellness

- 15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? Y N Refused
- 16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused
- 17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? Y N Refused
- 18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused
- 19. When you are sick or not feeling well, do you avoid getting help? Y N Refused
- 20. **FOR FEMALE RESPONDENTS ONLY:** Are you currently pregnant? Y N N/A or Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH**.

SCORE:

- 21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? Y N Refused
- 22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

- 23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
 - a) A mental health issue or concern? Y N Refused
 - b) A past head injury? Y N Refused
 - c) A learning disability, developmental disability, or other impairment? Y N Refused
- 24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

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

SCORE:

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

SINGLE ADULTS

AMERICAN VERSION 2.0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Y N Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

27. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Y N Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/1	Score: Recommendation: 0-3: no housing intervention 4-7: an assessment for Rapid Re-Housing 8+: an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
GRAND TOTAL:	/17	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ___ : ___ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

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

Finally I'd like to ask you some questions to help us better understand homelessness and improve housing and support services

What is your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other
Have you ever served in the US Military	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
<i>If yes, what was the character of your discharge?</i>	<input type="checkbox"/> Honorable <input type="checkbox"/> Other than Honorable <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Refused
Where did you live prior to becoming homeless?	<input type="checkbox"/> Anne Arundel County <input type="checkbox"/> Other part of Maryland <input type="checkbox"/> Somewhere Else (Specify) _____
Have you ever been in foster care?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in jail?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in prison?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
What kind of health insurance do you have, if any? (Check all that apply)	<input type="checkbox"/> Medicaid (MA) <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other (Specify) _____
What is your primary race or ethnicity?	<input type="checkbox"/> Black/ African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> American Indian
Are you a domestic violence victim?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Do you have any income?	<input type="checkbox"/> None <input type="checkbox"/> Employment <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> TCA <input type="checkbox"/> TDAP <input type="checkbox"/> Veterans Benefits <input type="checkbox"/> Child Support <input type="checkbox"/> Food Stamps <input type="checkbox"/> Other (Specify) _____
Are you employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

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

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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

FAMILIES

AMERICAN VERSION 2.0

**** This is a survey - do not give this to your client to fill out on their own - you must survey the client! ****

Administration

Interviewer's Name _____	Agency _____	<input type="checkbox"/> Team <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer
Survey Date DD/MM/YYYY ___/___/____	Survey Time ____:____ AM/PM	Survey Location _____

Opening Script

Every assessor in your community regardless of organization completing the VI-SPDAT should use the same introductory script. In that script you should highlight the following information:

- the name of the assessor and their affiliation (organization that employs them, volunteer as part of a Point in Time Count, etc.)
- the purpose of the VI-SPDAT being completed
- that it usually takes less than 7 minutes to complete
- that only "Yes," "No," or one-word answers are being sought
- that any question can be skipped or refused
- where the information is going to be stored
- that if the participant does not understand a question that clarification can be provided
- the importance of relaying accurate information to the assessor and not feeling that there is a correct or preferred answer that they need to provide, nor information they need to conceal

Basic Information

PARENT 1	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
PARENT 2	<input type="checkbox"/> No second parent currently part of the household		
	First Name _____	Nickname _____	Last Name _____
	In what language do you feel best able to express yourself? _____		
	Date of Birth DD/MM/YYYY ___/___/____	Age _____	Social Security Number _____
IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1.			
			SCORE: <input type="text"/>

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

FAMILIES

AMERICAN VERSION 2.0

Children

1. How many children under the age of 18 are currently with you? _____ Refused
2. How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed? _____ Refused
3. **IF HOUSEHOLD INCLUDES A FEMALE:** Is any member of the family currently pregnant? Y N Refused
4. Please provide a list of children's names and ages:

First Name	Last Name	Age	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**. **SCORE:**

IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR **FAMILY SIZE**.

A. History of Housing and Homelessness

5. Where do you and your family sleep most frequently? (check one)
 - Shelters
 - Transitional Housing
 - Safe Haven
 - Outdoors**
 - Other (specify):** _____
 - Refused**

(NOTE - those that are doubled up or staying with a friend/ family are not considered homeless under HUD definition and will not be considered for most housing opportunities)

IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER", "TRANSITIONAL HOUSING", OR "SAFE HAVEN", THEN SCORE 1. **SCORE:**

6. How long has it been since you and your family lived in permanent stable housing? _____ Refused
7. In the last three years, how many times have you and your family been homeless? _____ Refused

IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1. **SCORE:**

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

FAMILIES

AMERICAN VERSION 2.0

B. Risks

8. In the past six months, how many times have you or anyone in your family...
- a) Received health care at an emergency department/room? ___ Refused
 - b) Taken an ambulance to the hospital? ___ Refused
 - c) Been hospitalized as an inpatient? ___ Refused
 - d) Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? ___ Refused
 - e) Talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along? ___ Refused
 - f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between? ___ Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE. **SCORE:**

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? Y N Refused
10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM. **SCORE:**

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? Y N Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES. **SCORE:**

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? Y N Refused
13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION. **SCORE:**

C. Socialization & Daily Functioning

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? Y N Refused

15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? Y N Refused

IF "YES" TO QUESTION 14 OR "NO" TO QUESTION 15, THEN SCORE 1 FOR **MONEY MANAGEMENT.** **SCORE:**

16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? Y N Refused

IF "NO," THEN SCORE 1 FOR **MEANINGFUL DAILY ACTIVITY.** **SCORE:**

17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? Y N Refused

IF "NO," THEN SCORE 1 FOR **SELF-CARE.** **SCORE:**

18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? Y N Refused

IF "YES," THEN SCORE 1 FOR **SOCIAL RELATIONSHIPS.** **SCORE:**

D. Wellness

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? Y N Refused

20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? Y N Refused

21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? Y N Refused

22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? Y N Refused

23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **PHYSICAL HEALTH.** **SCORE:**

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

FAMILIES

AMERICAN VERSION 2.0

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? Y N Refused

25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **SUBSTANCE USE**.

SCORE:

26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Y N Refused

b) A past head injury? Y N Refused

c) A learning disability, developmental disability, or other impairment? Y N Refused

27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR **MENTAL HEALTH**.

SCORE:

28. **IF THE FAMILY SCORED 1 EACH FOR PHYSICAL HEALTH, SUBSTANCE USE, AND MENTAL HEALTH:** Does any single member of your household have a medical condition, mental health concerns, **and** experience with problematic substance use? Y N N/A or Refused

IF "YES", SCORE 1 FOR **TRI-MORBIDITY**.

SCORE:

29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? Y N Refused

30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **MEDICATIONS**.

SCORE:

31. **YES OR NO:** Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? Y N Refused

IF "YES", SCORE 1 FOR **ABUSE AND TRAUMA**.

SCORE:

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

FAMILIES

AMERICAN VERSION 2.0

E. Family Unit

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? Y N Refused

33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY LEGAL ISSUES**. **SCORE:**

34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? Y N Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? Y N Refused

36. *IF THERE ARE SCHOOL-AGED CHILDREN:* Do your children attend school more often than not each week? Y N N/A or Refused

IF "YES" TO ANY OF QUESTIONS 34 OR 35, OR "NO" TO QUESTION 36, SCORE 1 FOR **NEEDS OF CHILDREN**. **SCORE:**

37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? Y N Refused

38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? Y N Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR **FAMILY STABILITY**. **SCORE:**

39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? Y N Refused

40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...

a) 3 or more hours per day for children aged 13 or older? Y N Refused

b) 2 or more hours per day for children aged 12 or younger? Y N Refused

41. *IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:* Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? Y N N/A or Refused

IF "NO" TO QUESTION 39, OR "YES" TO ANY OF QUESTIONS 40 OR 41, SCORE 1 FOR **PARENTAL ENGAGEMENT**. **SCORE:**

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

FAMILIES

AMERICAN VERSION 2.0

Scoring Summary

DOMAIN	SUBTOTAL	RESULTS
PRE-SURVEY	/2	Score: Recommendation: 0-3 no housing intervention 4-8 an assessment for Rapid Re-Housing 9+ an assessment for Permanent Supportive Housing/Housing First
A. HISTORY OF HOUSING & HOMELESSNESS	/2	
B. RISKS	/4	
C. SOCIALIZATION & DAILY FUNCTIONS	/4	
D. WELLNESS	/6	
E. FAMILY UNIT	/4	
GRAND TOTAL:	/22	

Follow-Up Questions

On a regular day, where is it easiest to find you and what time of day is easiest to do so?	place: _____ time: ____ : ____ or Morning/Afternoon/Evening/Night
Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?	phone: (____) _____ - _____ email: _____
Ok, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Communities are encouraged to think of additional questions that may be relevant to the programs being operated or your specific local context. This may include questions related to:

- military service and nature of discharge
- ageing out of care
- mobility issues
- legal status in country
- income and source of it
- current restrictions on where a person can legally reside
- children that may reside with the adult at some point in the future
- safety planning

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

Finally I'd like to ask you some questions to help us better understand homelessness and improve housing and support services

What is your gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other
Have you ever served in the US Military	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
<i>If yes, what was the character of your discharge?</i>	<input type="checkbox"/> Honorable <input type="checkbox"/> Other than Honorable <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Refused
Where did you live prior to becoming homeless?	<input type="checkbox"/> Anne Arundel County <input type="checkbox"/> Other part of Maryland <input type="checkbox"/> Somewhere Else (Specify) _____
Have you ever been in foster care?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in jail?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Have you ever been in prison?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
What kind of health insurance do you have, if any? (Check all that apply)	<input type="checkbox"/> Medicaid (MA) <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other (Specify) _____
What is your primary race or ethnicity?	<input type="checkbox"/> Black/ African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> American Indian
Are you a domestic violence victim?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
Do you have any income?	<input type="checkbox"/> None <input type="checkbox"/> Employment <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> TCA <input type="checkbox"/> TDAP <input type="checkbox"/> Veterans Benefits <input type="checkbox"/> Child Support <input type="checkbox"/> Food Stamps <input type="checkbox"/> Other (Specify) _____
Are you employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused

Elizabeth Brush

From: Anne Arundel and Annapolis Coalition To End Homelessness
<ebrush@acdsinc.org<ebrush=acdsinc.org@mail132.atl121.mcsv.net> on behalf of Anne Arundel and Annapolis Coalition To End Homelessness <ebrush@acdsinc.org>
Sent: Wednesday, September 12, 2018 2:00 PM
To: Elizabeth Brush
Subject: FY2018 CoC Competition: FY 2018 MD-503 CoC Consolidated Application Posting

Anne Arundel and Annapolis Coalition to End Homelessness

Public Notice

**UPDATE AND NOTICE: FY2018 CoC Consolidated Application
September 12, 2018**

On September 18, 2018, Anne Arundel County (MD-503) CoC will submit an application to HUD for FY2018 Continuum of Care funds in the amount of \$2,711,401 for a total of 12 Supported Housing and three (3) Rapid Re-Housing projects (13 Renewal and two new projects) and one planning project.

A copy of MD-503 FY2018 CoC Consolidated Application with appendices, the MD-503 Priority Project List (summary of project applications), and Project Applications for review can be found at www.ACDSINC.org under the funding opportunities - Continuum of Care funds - top of the page.

Note: some Project Applications have been consolidated. These applications will show up in the MD-503 Priority Project List as Consolidated

Please Review. Questions and comments may be directed to Beth Brush, ebrush@acdsinc.org. Submit comments by 4:00 pm on September 17, 2018.

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



Elizabeth Brush

From: Elizabeth Brush
Sent: Tuesday, September 11, 2018 7:36 PM
To: 'Catherine Gray'; Bridgette McLaughlin; Debbie Jones (djones@annapolislighthouse.org); Janice Hayes- williams (jhayes-williams@annapolis.gov); Jason Labarge (jasonlabarge@premierplanninggroup.com); Jen Laque; Jo Ann Mattson (jmattson@annapolislighthouse.org); Justin Bieler -DHR- Anne Arundel County (justin.bieler@maryland.gov); Kate Yuan; Kathryn Philliben (kphilib@cc-md.org); Kelly Anderson; Kt Zawodny (kzawodny@aacpl.net); Lanita Hillen; Mario Berninzoni (mberninzoni@arundelhoh.org); Mike Drummond (mdrummond@arundellodge.org); Nancy Schrum (exschr00@aacounty.org); Pam Brown (srbrow00@aacounty.org); Rhass (Rhass@aacpl.net); tanya.steeleclements (tanya.steeleclements@maryland.gov); Theresa Wellman (tcw@annapolis.gov)
Subject: FY2018 Continuum of Care Application - NOTICE
Attachments: FY2018 Consolidated MD-503 Application.pdf; FY2018 CoC Priority Listing 9-11-18 DRAFT.pdf

IMPORTANT NOTICE – September 12, 2018

FY2018 Continuum of Care Program Application POSTED and Available for Review.

On September 18, 2018, Anne Arundel County (MD-503) CoC will submit an application to HUD for FY2018 Continuum of Care funds in the amount of \$2,711,401 for a total of 12 Supported Housing and Three (3) Rapid Re-Housing projects (13 Renewal and two new projects) and one planning project. Please find a copy of the MD-503 FY2018 MD-503 CoC Consolidated Application with Appendices, the MD-503 Priority Project List (summary of project applications), and all Project Applications. Note: some Project Applications have been consolidated. These application will show up in the MD-503 Priority Project List as Consolidated. The individual Project Applications are attached below. The Consolidated Applications are available upon request.

Please Review. Questions and comments may be directed to Beth Brush, ebush@acdsinc.org. Submit comments by 4:00 pm on September 17, 2018.

The following APPLICATIONS will be posted on the ACDS Website FUNDING Opportunities – Continuum of Care.

1. **1)MD-503 FY2018 CoC Consolidated Application**
2. **The MD-503 Priority Project List**
3. **BHA – Shelter Plus Care**
4. **AHOH Safe Haven I**
5. **AHOH Safe Haven II**
6. **Catholic Charities – Rapid Re-Housing for Families Program**
7. **AACMHA – Samaritan Housing Program**
8. **AHOH- WISH PROGRAM**
9. **AACMHA –CHES Housing Program**
10. **PEP –Housing First I Program**
11. **AHOH – Community Housing Program**
12. **PEP – Housing First II Program**

- 13. **AACMHA- SHOP PROGRAM**
- 14. **HCAAC – Homeless Permanent Housing Program**
- 15. **YWCA –Rapid Re-Housing Program for DV (NEW)**
- 16. **ACDS – Anne Arundel Partnership for Permanent Housing**
- 17. **AHOH – Rapid Re-Housing Program (NEW)**

Elizabeth W. Brush, Planning Manager



2666 Riva Road, Suite 210
Annapolis, MD 21401
410-222-3956 (note new number)
Fax: 410-222-7619

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f (<https://www.facebook.com/Arundel-County-Development-Services-1021545441232654/>)

t (<https://twitter.com/ACDSinc>)



Arundel Community Development Services, Inc. Continuum of Care Grants

ACDS is responsible for preparing and submitting the federal [Continuum of Care Program Competitive Application](#) (<https://www.hudexchange.info/programs/coc/>) on behalf of the [Anne Arundel and Annapolis Coalition to End Homelessness](#) ([/housing-resources/homeless/](#)).

FY2018 Continuum of Care Program Competition



The U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2018 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Continuum of Care NOFA is an online application which will be coordinated by Arundel Community Development Services (ACDS). Please view our process timeline below.

IMPORTANT NOTICE – September 12, 2018

FY 2018 Continuum of Care Program Application POSTED and Available for Review

On September 18, 2018, Anne Arundel County (MD-503) CoC will submit an application to HUD for FY 2018 Continuum of Care funds in the amount of \$2,711,401. The application will include 12 Supported Housing Projects, 3 Rapid Re-Housing Projects. Of these, 13 are renewal applications and two are new projects. One Planning Project will also be submitted.

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[content/uploads/2018/09/FY2018-Consolidated-MD-503-Application.pdf](https://acdsinc.org/wp-content/uploads/2018/09/FY2018-Consolidated-MD-503-Application.pdf)

[MD-503 Priority Project List \(https://acdsinc.org/wp-content/uploads/2018/09/FY2018-CoC-Priority-Listing-9-11-18-DRAFT.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/FY2018-CoC-Priority-Listing-9-11-18-DRAFT.pdf)

[BHA – Shelter Plus Care \(https://acdsinc.org/wp-content/uploads/2018/09/BHA-SHELTER-PLUS-CARE.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/BHA-SHELTER-PLUS-CARE.pdf)

[AHOH – Safe Haven I \(https://acdsinc.org/wp-content/uploads/2018/09/AHOH-Safe-Haven-I.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/AHOH-Safe-Haven-I.pdf)

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[Catholic Charities – Rapid Re-Housing for Families Program \(https://acdsinc.org/wp-content/uploads/2018/09/Catholic-Charities-Rapid-Re-Housing-Program.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/Catholic-Charities-Rapid-Re-Housing-Program.pdf)

[AACMHA – Samaritan Housing Program \(https://acdsinc.org/wp-content/uploads/2018/09/AACMHA-Samaritan-Housing-Program.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/AACMHA-Samaritan-Housing-Program.pdf)

[AHOH – WISH Program \(https://acdsinc.org/wp-content/uploads/2018/09/AHOH-WISH-Program.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/AHOH-WISH-Program.pdf)

[AACMHA – CHES Housing Program \(https://acdsinc.org/wp-content/uploads/2018/09/AACMHA-CHES-Housing-Program.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/AACMHA-CHES-Housing-Program.pdf)

[PEP – Housing First I Program \(https://acdsinc.org/wp-content/uploads/2018/09/PEP-Housing-First-I-Program.pdf\)](https://acdsinc.org/wp-content/uploads/2018/09/PEP-Housing-First-I-Program.pdf)

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[content/uploads/2018/09/PEP-Housing-First-II-Program.pdf](#)

[AACMHA – SHOP Program \(https://acdsinc.org/wp-content/uploads/2018/09/AACMHA-SHOP-Program.pdf\)](#)

[HCAAC – Homeless Permanent Housing Program \(https://acdsinc.org/wp-content/uploads/2018/09/HCAAC-Permanent-Supportive-Housing-SHP-I.pdf\)](#)

[YWCA Rapid Re-Housing Program for DV \(NEW\) \(https://acdsinc.org/wp-content/uploads/2018/09/NEW-YWCA-Rapid-Rehousing-Program.pdf\)](#)

[ACDS – Anne Arundel Partnership for Permanent Housing \(https://acdsinc.org/wp-content/uploads/2018/09/ACDS-Anne-Arundel-Partnerhsip-for-PH.pdf\)](#)



Note

Some project applications have been consolidated; these applications will be displayed in the MD-503 Priority Project List as Consolidated. The Consolidated Applications are available upon request.

Questions and/or comments may be directed to Beth Brush, ebrush@acdsinc.org (mailto:ebrush@acdsinc.org).

Submit comments by 4:00 pm on September 17, 2018.

Key Dates

July 13, 2018 – FY2018 CoC Application Planning Meeting

July 23, 2018 – Renewal Projects notified by FY2018 CoC Planning committee if re-

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August 10, 2018 – All new and renewal applications due to ACDS' office

August 17, 2018 – Ranking and Review committee

August 22, 2018 – Public Notification of applications selected for submission and ranking decisions*

***Public Notification of Applications Selected for Submission and Ranking Decisions**
(Posted 8/21/2018)

MD-503 FY2018 Continuum of Care Application Project Ranking



The Anne Arundel and Annapolis Coalition to End Homelessness (MD-503 CoC) used the Reallocation Policies, effective July 2017, and the Review/Ranking Criteria for Renewal and New Projects posted on the acdsinc.org website and distributed to over 100 members of the MD-503 CoC mailing list July 2018 to evaluate projects for inclusion in FY 2018 CoC Consolidated Application.

[Click Here \(https://acdsinc.org/wp-content/uploads/2018/08/2018-Ranking-Results-COC.pdf\)](https://acdsinc.org/wp-content/uploads/2018/08/2018-Ranking-Results-COC.pdf) for a listing of projects reviewed and ranked and accepted for the FY2018 Continuum of Care Competition for the MD-503 CoC, complete with their ranking information. Please note some renewal projects will be consolidated in the Final application. Questions about the Review and Ranking for the FY2018 CoC Competition may be directed to Beth Brush at 410-222-3956 or ebrush@acdsinc.org (<mailto:ebrush@acdsinc.org>).

Renewal Applications for Continuum of Care Funding

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Please review information pertaining to renewal project applications at the HUD website:

<https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/> (<https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/>)

New Applications for Continuum of Care Funding

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. New applicants will need to submit narratives and budgets for New Projects to ACDS by August 10, 2018.

Additional information about New Project is available on HUD's website at:

 <https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/> (<https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/>)

If you are interested in applying for funds for a new program, please contact Elizabeth Brush at 410-222-3956 or ebrush@acdsinc.org (<mailto:ebrush@acdsinc.org>) to obtain guidance on the application process, and plan to attend the FY 2018 CoC Application Planning Meeting on July 13, 2018 at ACDS, 10:00 A.M.

Available Downloads:


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APPLICATION.PDF)

MD-503 Priority Project List  PDF

 **DOWNLOAD**
 (HTTPS://ACDSINC.ORG/WI
 CONTENT/UPLOADS/2018/
 COC-PRIORITY-LISTING-9-1
 DRAFT.PDF)

BHA - Shelter Plus Care  PDF


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 SHELTER-PLUS-CARE.PDF)


AHOH - Safe Haven I  PDF




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Catholic Charities - Rapid Re-Housing for Families Program  PDF


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CHES-HOUSING-PROGRAM

PEP - Housing First I Program  PDF

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AHOH - Community Housing Program  PDF












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AACMHA - SHOP Program  PDF


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HCAAC - Homeless Permanent Housing Program	 PDF	  DOWNLOAD (HTTPS://ACDSINC.ORG/WI-CONTENT/UPLOADS/2018/PERMANENT-SUPPORTIVE-SHP-I.PDF) 	
YWCA Rapid Re-Housing Program for DV (NEW)	 PDF	  DOWNLOAD (HTTPS://ACDSINC.ORG/WI-CONTENT/UPLOADS/2018/YWCA-RAPID-REHOUSING-PROGRAM.PDF) 	
	ACDS - Anne Arundel Partnerhsip for Permnanent Housing	 PDF	  DOWNLOAD (HTTPS://ACDSINC.ORG/WI-CONTENT/UPLOADS/2018/ANNE-ARUNDEL-PARTNER-FOR-PH.PDF)
FY 2018 Notice of Funding Availability	 PDF	  DOWNLOAD (HTTPS://ACDSINC.ORG/WI-CONTENT/UPLOADS/2018/2018-COC-NOFA.PDF) 	
FY 2018 ACDS Notice of CoC Funds	 PDF	  DOWNLOAD (HTTPS://ACDSINC.ORG/WI-CONTENT/UPLOADS/2018/NOTICE-OF-COC-FUNDS.P 	


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POLICIES.DOCX)


Performance Measures -  DOCX
Renewals

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New Application Review  DOCX
Criteria


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APPLICATION-REVIEW-
CRITERIA.DOCX\)](https://acdsinc.org/wi-content/uploads/2018/application-review-criteria.docx)

List of FY18 Applications  PDF
Selected for Submission &
Ranking


 [DOWNLOAD
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RANKING-RESULTS-COC.P](https://acdsinc.org/wi-content/uploads/2018/ranking-results-coc.pdf)



ACDS Form  PDF

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FY2018.PDF\)](https://acdsinc.org/wi-content/uploads/2018/503-planning-project-fy2018.pdf)

ACDS Form  PDF

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SHELTER-PLUS-CARE.PDF\)](https://acdsinc.org/wi-content/uploads/2018/shelter-plus-care.pdf)

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Arundel Community Development Services, Inc. 2666 Riva Road, Suite 210 Annapolis,
Maryland 21401 ☎ 410.222.7600

GET IN TOUCH WITH US (/ABOUT-US/CONTACT-US/)

Contact ACDS



[2666 Riva Road, Suite 210 Annapolis, Maryland 21401](https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401/@38.9746903,-76.5634669,17z/data=!4m16!1m7!3m6!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2s2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b1!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2m2!1d-76.5612782!2d38.9746862)

[https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401/@38.9746903,-76.5634669,17z/data=!4m16!1m7!3m6!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!](https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401/@38.9746903,-76.5634669,17z/data=!4m16!1m7!3m6!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2s2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b1!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2m2!1d-76.5612782!2d38.9746862)

[2s2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b1!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!](https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b1!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2m2!1d-76.5612782!2d38.9746862)

[1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2m2!1d-76.5612782!2d38.9746862\)](https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b1!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc!2m2!1d-76.5612782!2d38.9746862)

☎ 410-222-7600

📞 410-222-7619

✉ info@acdsinc.org
(mailto:info@acdsinc.org)

🌐 [www.acdsinc.org](http://acdsinc.org) (http://acdsinc.org)

Helpful Links

➤ [About Us \(https://acdsinc.org/about-us/\)](https://acdsinc.org/about-us/)

➤ [Housing Resources \(https://acdsinc.org/housing-resources/\)](https://acdsinc.org/housing-resources/)

➤ [Community Planning & Development \(https://acdsinc.org/community-planning-development/\)](https://acdsinc.org/community-planning-development/)

➤ [Funding Opportunities \(https://acdsinc.org/funding-opportunities/\)](https://acdsinc.org/funding-opportunities/)

➤ [Work with Us \(https://acdsinc.org/work-with-us/\)](https://acdsinc.org/work-with-us/)

➤ [Accessibility Help \(https://acdsinc.org/accessibility-help/\)](https://acdsinc.org/accessibility-help/)

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Janay Brunson

From: Anne Arundel and Annapolis Coalition To End Homelessness
<jbrunson=acdsinc.org@mail15.suw13.rsgsv.net> on behalf of Anne Arundel and
Annapolis Coalition To End Homelessness <jbrunson@acdsinc.org>
Sent: Monday, July 16, 2018 10:27 AM
To: Janay Brunson
Subject: FY2018 CoC Re-allocation Policies and Performance Measures Now Available

ACDS hosted the FY2018 CoC Application Planning Meeting on Friday, July 13, 2018. During this meeting, participants discussed FY2018 CoC Application changes, re-allocation policies and procedures, project review procedures, potential new projects, and established the FY2018 CoC ranking and review committee.

Now available on the ACDS website are the Anne Arundel County Re-allocation Policies as well as the Performance Measures checklist for Renewal Projects. Please visit www.acdsinc.org to download these two documents.

Please feel free to contact Beth Brush at (410) 222-3956 or ebrush@acdsinc.org or myself, Janay Brunson, at (410) 222-3958 or jbrunson@acdsinc.org if we can assist you with any questions you may have regarding the FY2018 application. We will do our best to keep you informed throughout this process. Additional information will be posted on the ACDS website at www.acdsinc.org under Funding Opportunities Continuum of Care Grants.

Copyright © 2018 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

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Elizabeth Brush

From: Janay Brunson
Sent: Monday, July 16, 2018 10:38 AM
To: Justin Bieler -DHS- Anne Arundel County; Mario Berninzoni; Kathryn Philliben; Catherine Gray; Pamela Brown; Tonia Stokes; Brown, Elizabeth; Carter, Renee; Lanita Hillen; mdrummond@arundellodge.org; Theresa Wellman; Jo Ann Mattson; Jenny Crawford
Cc: Elizabeth Brush
Subject: Re-allocation Policies and Peformance Measure Now Available
Attachments: AA CoC Re-allocation Policies.docx; Performance Measure - Renewals.docx

Greetings All,

Attached please find a copy of the FY2018 CoC Re-allocation Policies as well as the Performance Measures rubric. Both of these documents are now available on the ACDS website under Funding Opportunities Continuum of Care Grants.

Please let us know if you have any questions about the FY2018 CoC Application process.

Thank you,


Janay N. Brunson
Project Planner I



2666 Riva Road, Suite 210
Annapolis, MD 21401
Phone: (410) 222-3958
Fax: (410) 222-7619
e-mail: jbrunson@acdsinc.org

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Elizabeth Brush

From: Janay Brunson
Sent: Wednesday, July 18, 2018 4:22 PM
To: Justin Bieler -DHS- Anne Arundel County; Mario Berninzoni; Kathryn Philliben; Catherine Gray; Jenny Crawford; kmcnally@annapolislighthouse.org; Chelsea Bednarczyk; Karen Ancarrow-Rice; Isazetta Spikes; amickler@aamentalhealth.org; mcorkadel@aacounty.org; Theresa Wellman; Lanita Hillen; Jo Ann Mattson; Tonia Stokes; Brown, Elizabeth; Carter, Renee; vanessafbright@gmail.com; Lisa Kovacs; Molly Knipe; sherry.boyd@maryland.gov
Cc: Elizabeth Brush
Subject: REMINDER: FY18 New CoC Applications!!
Attachments:  New Application Review Criteria.docx

Greetings,

As a reminder, ACDS is accepting applications for new CoC projects for FY18! If you are interested in submitting an application for a new project, please review the attached New Applications Review Criteria document and contact us with questions. ACDS is available to assist new applicants!

Please see the list of important dates below regarding the application timeline.

1. **Friday, July 13, 2018** – FY2018 CoC Application Planning Meeting
2. **Monday, July 23, 2018** – Renewal Projects notified by FY 2018 CoC Planning committee if re-allocation or consolidation is recommended.
3. **Friday, July 27, 2018** – Deadline for appeals by renewal project recommended for re-allocation or consolidation.
4. **Friday, August 10, 2018** – All new and renewal applications due to ACDS' office.
5. **Friday, August 17, 2018** – (tentative) Ranking and Review committee
6. **Wednesday, August 22, 2018** – Public Notification of applications selected to submission and ranking decisions.

We look forward to working with you during this funding cycle.

Thank you,

Janay N. Brunson
Project Planner I



2666 Riva Road, Suite 210

Annapolis, MD 21401

Phone: (410) 222-3958

Fax: (410) 222-7619

e-mail: jbrunson@acdsinc.org

f (<https://www.facebook.com/Arundel-County-Development-Services-1021545441232654/>)

t (<https://twitter.com/ACDSinc>)



Arundel Community Development Services, Inc.

Continuum of Care Grants

ACDS is responsible for preparing and submitting the federal [Continuum of Care Program Competitive Application](https://www.hudexchange.info/programs/coc/) (<https://www.hudexchange.info/programs/coc/>) on behalf of the [Anne Arundel and Annapolis Coalition to End Homelessness](/housing-resources/homeless/) (</housing-resources/homeless/>).

FY2018 Continuum of Care Program Competition

The U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2018 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Continuum of Care NOFA is an online application which will be coordinated by Arundel Community Development Services (ACDS).

Renewal Applications for Continuum of Care Funding

ACDS will assume all previously funded agencies will be seeking renewal funds through this competition unless notified otherwise. ACDS staff will work with subrecipients seeking to renew their projects and will enter the renewal applications in eSnaps. All renewal applications must be submitted to ACDS by August 10, 2018. Final applications will be due and need to be submitted in eSnaps by August 22, 2018. Please review information pertaining to renewal project applications at the HUD website:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>
(<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>)

New Applications for Continuum of Care Funding

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. New applicants will need to submit narratives and budgets for New Projects to ACDS by **August 10, 2018**.

ACDS staff will enter the narratives and budgets into the New Project Application in eSnaps and submit a [Translate >](#)

draft for review no later than August 17, 2018. Final applications will be due and need to be submitted in eSnaps by August 22, 2018. Additional information about New Project is available on HUD's website at:

<https://www.hudexchange.info/resource/2909/> (<https://www.hudexchange.info/resource/2909/>) coc-project-application-instructions-for-new-projects/

If you are interested in applying for funds for a new program, please contact Elizabeth Brush at 410-222-3956 or ebrush@acdsinc.org (<mailto:ebrush@acdsinc.org>) to obtain guidance on the application process.

Key Dates –

July 13, 2018 – FY2018 CoC Application Planning Meeting

July 23, 2018 – Renewal Projects notified by FY2018 CoC Planning committee if re-allocation or consolidation is recommended

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August 10, 2018 – All new and renewal applications due to ACDS' office

August 17, 2018 – Ranking and Review committee (Tentative)

August 22, 2018 – Public Notification of applications selected to submission and ranking decisions

Available Downloads:

FY 2018 Notice of Funding



Availability

 DOWNLOAD

([HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/06/FY-2018-COC-NOFA.PDF](https://acdsinc.org/wp-content/uploads/2018/06/fy-2018-coc-nofa.pdf))

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Available Downloads:


FY 2018 Notice of Funding Availability

 PDF

 **DOWNLOAD**
 (HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/06/FY-2018-COC-NOFA.PDF)

FY 2018 ACDS Notice of CoC Funds

 PDF

 **DOWNLOAD**
 (HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/07/FY2018-NOTICE-OF-COC-FUNDS.PDF)

Re-Allocation Policy

 DOCX

Performance Measures - Renewals


 DOCX

POLICIES.DOCX

 **DOWNLOAD** (HTTPS://ACDSINC.ORG/W
CONTENT/UPLOADS/2018/07/PERFOMANC
MEASURE-RENEWALS.DOCX)

New Application Review Criteria


 DOCX

 **DOWNLOAD**
(HTTPS://ACDSINC.ORG/WP-
CONTENT/UPLOADS/2018/07/NEW-
APPLICATION-REVIEW-
CRITERIA.DOCX)



Arundel Community Development Services, Inc. 2666 Riva Road, Suite 210 Annapolis, Maryland 21401 ☎ 410.222.7600

GET IN TOUCH WITH US (/ABOUT-US/CONTACT-US/)






Contact ACDS

 2666 Riva Road, Suite 210 Annapolis, Maryland 21401
(<https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401/@38.9746903,-76.5634669,17z/data=!4m16!1m7!3m6!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc12s2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!>)

Helpful Links

-  [About Us \(https://acdsinc.org/about-us/\)](https://acdsinc.org/about-us/)
-  [Housing Resources \(https://acdsinc.org/housing-resources/\)](https://acdsinc.org/housing-resources/)
-  [Community Planning & Development \(https://acdsinc.org/community-planning-development/\)](https://acdsinc.org/community-planning-development/)
-  [Funding Opportunities \(https://acdsinc.org/funding-opportunities/\)](https://acdsinc.org/funding-opportunities/)

Quick Links

-  [Where to Start \(https://acdsinc.org/where-to-start/\)](https://acdsinc.org/where-to-start/)
-  [Signature Projects \(https://acdsinc.org/about-us/accomplishments-signature-projects/\)](https://acdsinc.org/about-us/accomplishments-signature-projects/)
-  [News \(https://acdsinc.org/about-us/in-the-news/\)](https://acdsinc.org/about-us/in-the-news/)
-  [Upcoming Events \(/events/\)](/events/)
-  [Applications & Forms \(https://acdsinc.org/forms/\)](https://acdsinc.org/forms/)

[Translate >](#)

THRESHOLD REQUIREMENT RENEWAL GRANTS	Maximum Point Value
Agency Commitment to Coordinated Entry Participation *Agency participates in the County's Coordinated Entry (at all levels) and participates in the develop process and procedures for prioritizing families/individuals in need.	10 Points
Agency contributes to the CoC's success –(e.g. if the agency operates a shelter or other program to the success of the CoC meeting performance measures including reducing length of time homelessness etc.) Review of program performance reports	10 Points
Housing First and/or Low Barrier Implementation (review of APR/results of survey; other reports; Coordinated Entry results) (5 pts if one barrier identified; 0 if more than three points) <ul style="list-style-type: none"> ✓ Participants are not screened out due to zero or too little income ✓ Participants are not screened out because of active or history of substance abuse ✓ Participants are not screened out because they have a criminal record with the exception of state-mandated restrictions ✓ Participants are not screened out because of a history of domestic violence. ✓ Participants are not screened out due to marital status, familial status, actual or perceived sexual orientation, gender identity ✓ Other barriers – which may slow or preclude individuals from obtaining housing in a timely manner. 	10 Points
Has a system in place to help individuals or families quickly obtain housing or utilize rental assistance	5 Points
Demonstrate Program Serves a High Need Population <ul style="list-style-type: none"> ✓ Chronic Homelessness/vulnerable ✓ Domestic Violence Victims/Sexual Assault ✓ Homeless Youth (on street, shelter) 	10 Points
HMIS data quality is at or above 90% (or if Victim Service Provider demonstrated use of equivalent system)	5 Points
Bed/Unit Utilization rate at or above 90%	10 Points
Project has reasonable costs - (average of \$15,000 per client/unit per year)	5 Points
Project is financially feasible (yes or no); has other resources significant enough to ensure support services and ability to operate program for the grant term. Project has the resources to secure minimum match requirements.	5 Points
Subrecipient is active CoC participant (full points for agency that participates in both Board and Bi-monthly Coalition Meetings)	10 Points
Expenditures – Subrecipient fully expends grant within grant term. If more than \$5,000 unexpended at end of grant term = 0 points.	10 Points
Monitoring Results – Program is in fiscal, regulatory compliance with CoC Regulations.	10 points
TOTAL THRESHOLD REQUIREMENTS	100 Points

PERFORMANCE MEASURES	Maximum Point Value
At least 90% of participants remain or move to permanent housing for at least one year.	25 points
No more than 15% of participants return to homelessness (places not meant for human habitation or shelter) within 12 months of entry (based on APR)	15 points
New or Increased Income and Earned Income 8 % of participants have new or increased earned income for project stayers (2.5 points) 10 %of participants have new or increased non-employment income for project stayers(10 points) 8 % of participants have new or increased earned income for project leavers (2.5 points) 10 % of participants have new or increased non-employment income for project leavers (10 points)	25 Points
Health Insurance and/or other resources (e.g. food stamps etc.) 100% of participants obtain benefits	10 Points
TOTAL PERFORMANCE MEASURES	75 Points
TOTAL POINTS	175 Points

Anne Arundel County CoC may re-allocate the funding (either fully or partially) of a low performing project that fails to meet established performance measures or maintain regulatory compliance. If a project scores below 150 points on the Rating Tool for renewal projects, the project will be considered low-performing and will be at-risk of having the project funds reallocated for a new project that better meets the needs of the CoC. Projects will be notified prior to the final ranking/review committee meeting and given the opportunity to review and submit a response to the ranking/review committee outline reasons for score and failing to meet the threshold. This response will be taken into consideration as well as review of the past year's performance of particular project. If a low-performing project is not re-allocated during the competition, the project will be required to submit a plan of action/performance improvement plan to address the low scoring areas.

New Application Review/RATING Criteria

Experience	
Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.	15 points
Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.	10 points
Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	5 points
TOTAL EXPERIENCE POINTS	30 points

Design of Housing and Supportive Services	
Extent to which the applicant <ol style="list-style-type: none"> 1. Demonstrate understanding of the needs of the clients to be served. 2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served 3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served. 4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits 5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks. 	15 points
Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	10 points
Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	10 points
Timeliness - A. Describe plan for rapid implementation of the program documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days,	10 points

120 days, and 180 days after grant award.	
TOTAL DESIGN POINTS	40 points
Financial	
Project is cost-effective - comparing projected cost per person served to CoC average within project type.	10 points
AUDIT - 1. Most recent audit found no exceptions to standard practices 2. Most recent audit identified agency as 'low risk' 3. Most recent audit indicates no findings	10 points
Budgeted costs are reasonable, allocable, and allowable.	10 points
Documented match amount.	10 points
Project is Financially Feasible	10 points
TOTAL POINTS	50 points

PROJECT THRESHOLD	
Project designated as Housing First and/or Low Barrier Implementation	10 points
Applicant is active participant in CoC	10 points
Coordinated Entry Participation by <u>organization</u> -All programs such as shelter, RRH to greatest extent possible (e.g. participates in planning, implantation based on funding, program type, case conference groups, etc.)	10 points
Serves a community identified and prioritized high, need vulnerable population *Chronic Homeless Persons, especially those residing on the street or place not fit for human habitation. *Victim of Domestic Violence, *Homeless Youth	10 points
Participates in the County HMIS system <i>If Victim Service Provider is the applicant, has the capacity to develop/obtain an comparable data system for participants, including the ability generate reports, APRS, etc.</i>	10 points
TOTAL THRESHOLD POINTS	50 points
TOTAL POINTS	170 Points

**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 2018 Continuum of Care competition, new projects may be created using funds that the CoC has made available through reallocation.

Reasons for Reallocation

1. 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.
2. Programs may choice re-allocate a grant or a portion of a grant to better meeting an identified need or because they are no longer able to meet HUD guidelines and requirements (e.g. do not want to implement Housing First model)
3. Anne Arundel County CoC may re-allocate the funding (either fully or partially) of a low performing project that fails to meet established performance measures or maintain regulatory compliance. If a project scores below 150 points on the Rating Tool for renewal projects, the project will be considered low-performing and will be at-risk of having the project funds reallocated for a new project that better meets the needs of the CoC. Projects will be notified prior to the final ranking/review committee meeting and given the opportunity to review and submit a response to the ranking/review committee outline reasons for score and failing to meet the threshold. This response will be taken into consideration as well as review of the past year's performance of particular project. If a low-performing project is not re-allocated during the competition, the project will be required to submit a plan of action/performance improvement plan to address the low scoring areas.

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
410-222-7606

July 2018

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Janay Brunson

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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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FY 2018 ACDS Notice of CoC Funds  PDF

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Re-Allocation Policy  DOCX

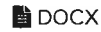
Performance Measures - Renewals



POLICIES.DOCX

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MEASURE-RENEWALS.DOCX)

New Application Review Criteria



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APPLICATION-REVIEW-
CRITERIA.DOCX)

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Contact ACDS

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(<https://www.google.com/maps/dir//2666+Riva+Rd+%23210,+Annapolis,+MD+21401/@38.9746903,-76.5634669,17z/data=!4m16!1m7!3m6!1s0x89b7f147f7267d03:0xfeae33ad16bbefdc12s2666+Riva+Rd+%23210,+Annapolis,+MD+21401!3b!8m2!3d38.9746862!4d-76.5612782!4m7!1m0!1m5!1m1!>)

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Elizabeth Brush

From: Anne Arundel and Annapolis Coalition To End Homelessness
<jbrunson@acdsinc.org@mail122.sea21.rsgsv.net> on behalf of Anne Arundel and
Annapolis Coalition To End Homelessness <jbrunson@acdsinc.org>
Sent: Tuesday, August 21, 2018 3:24 PM
To: Elizabeth Brush
Subject: FY 2018 Continuum of Care Application Project Ranking Announcement

MD-503 FY2018 Continuum of Care Application Project Ranking

The Anne Arundel and Annapolis Coalition to End Homelessness (MD-503 CoC) used the Reallocation Policies, effective July 2017, and the Review/Ranking Criteria for Renewal and New Projects posted on the www.acdsinc.org website and distributed to over 100 members of the MD-503 CoC mailing list July 2018 to evaluate projects for inclusion in FY 2018 CoC Consolidated Application.

The following projects were evaluated and ranked based on approved Review/Ranking Criteria. The MD-503's Continuum of Care Reallocation policy uses a point scale to review and rank renewal projects. Projects scoring below 150 points are considered to be low performing and the project renewal funds are *at risk* of being reallocated to another project during the FY2018 Continuum of Care competition. As no renewal project fell below this threshold, the committee did not recommend reallocating this year.

Therefore, the funds available for new projects were limited to bonus funds. Bonus funding up to \$141,206 for a new housing project and \$153,731 for a targeted housing project for victims of domestic violence was made available through the competition. Applications from four new projects were submitted for the competition's bonus funding.

The following projects were reviewed and ranked and have been accepted for the FY2018 Continuum of Care Application for the MD-503 CoC.

Please note some renewal projects will be consolidated in Final application. Questions about the Review and Ranking for the FY2018 CoC Competition may be directed to Beth Brush at 410-222-3956 or ebrush@acdsinc.org

Information on the MD-503 FY2018 Continuum of Care Competition Ranking and Review can be found on the ACDS website www.acdsinc.org under funding opportunities - continuum of care.

Rank	Project	Grant Number	Funding Request
1	BHA S+C Anne Arundel County	MD0114L3B031710	\$436,855
2	AHOH - Safe Haven I	MD0110L3B031710	\$60,566
3	AHOH - Safe Haven II	MD0250L3B031708	\$63,668
4	Catholic Charities - Rapid Re-Housing for Families Program	MD0363L3B031701	\$150,401
5	AACMHA - Samaritan Housing Program	MD0104L3B031708	\$71,105
6	AHOH - WISH Program	MD0108L3B031710	\$63,464
7	AACMHA-CHES Housing Program	MD0362L3B031701	\$111,868
8	PEP - Housing First I Program	MD0257L3B031706	\$70,740
9	AHOH - Community Housing Program	MD0238L3B031707	\$63,360
10	PEP - Housing First II Program	MD0271L3B031706	\$129,304
11	AACMHA - SHOP Program	MD0105L3B031710	\$211,444
12	HCAAC - Homeless Permanent Supportive Housing Program (SHP I)	MD0113L3B031710	\$421,135
13	YWCA - Rapid Re-Housing Program for DV (NEW)	TBA	\$147,476
14	ACDS - Anne Arundel Partnership for Permanent Housing	MD0107L3B031710	\$499,525
15	AHOH - Rapid Re-Housing Program (NEW)	TBA	\$140,490
*Projects in gray area fall into Tier 2			
		Total	\$2,642,117

Project Applications reviewed but not recommended for inclusion in final FY2018 Continuum of Care Application

Project	Grant Number	Funding Request
Light House - Rapid Re-Housing Program	TBA	\$130,032
Anne Arundel Partnership for Children, Youth, and Families - HIP HOP Program	TBA	\$117,154

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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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t (<https://twitter.com/ACDSinc>)



Arundel Community Development Services, Inc.

Continuum of Care Grants

ACDS is responsible for preparing and submitting the federal [Continuum of Care Program Competitive Application](https://www.hudexchange.info/programs/coc/) (<https://www.hudexchange.info/programs/coc/>) on behalf of the [Anne Arundel and Annapolis Coalition to End Homelessness](#) ([/housing-resources/homeless/](#)).

FY2018 Continuum of Care Program Competition

The U.S. Department of Housing and Urban Development (HUD) has announced the NOFA (Notice of Funding Availability) for FY 2018 funds for the Continuum of Care Homeless Assistance Program (CoC Application). The Continuum of Care NOFA is an online application which will be coordinated by Arundel Community Development Services (ACDS). Please view our process timeline below.

Key Dates –

July 13, 2018 – FY2018 CoC Application Planning Meeting

July 23, 2018 – Renewal Projects notified by FY2018 CoC Planning committee if re-allocation or consolidation is recommended

July 27, 2018 – Deadline for appeals by renewal project recommended for re-allocation or consolidation

August 10, 2018 – All new and renewal applications due to ACDS' office

August 17, 2018 – Ranking and Review committee

August 22, 2018 – Public Notification of applications selected for submission and ranking decisions*

***Public Notification of Applications Selected for Submission and Ranking Decisions (Posted 8/21/2018)**

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<mailto:ebrush@acdsinc.org>).

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ACDS will assume all previously funded agencies will be seeking renewal funds through this competition unless notified otherwise. ACDS staff will work with subrecipients seeking to renew their projects and will enter the renewal applications in eSnaps. All renewal applications must be submitted to ACDS by August 10, 2018. Please review information pertaining to renewal project applications at the HUD website:

<https://www.hudexchange.info/resource/2905/coc-application-component-of-the-coc-consolidated-application/>

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New Applications for Continuum of Care Funding

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If you are interested in applying for funds for a new program, please contact Elizabeth Brush at 410-222-3956 or ebrush@acdsinc.org (<mailto:ebrush@acdsinc.org>) to obtain guidance on the application process, and plan to attend the FY 2018 CoC Application Planning Meeting on July 13, 2018 at ACDS, 10:00 A.M.

Available Downloads:

FY 2018 Notice of Funding Availability  PDF

 **DOWNLOAD**
([HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/06/FY-2018-COC-NOFA.PDF](https://acdsinc.org/wp-content/uploads/2018/06/fy-2018-coc-nofa.pdf))

FY 2018 ACDS Notice of CoC Funds  PDF

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([HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/07/FY2018-NOTICE-OF-COC-FUNDS.PDF](https://acdsinc.org/wp-content/uploads/2018/07/fy2018-notice-of-coc-funds.pdf))

Re-Allocation Policy  DOCX

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POLICIES.DOCX

Performance Measures - Renewals

DOCX

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New Application Review Criteria

DOCX

DOWNLOAD (HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/07/NEW-APPLICATION-REVIEW-CRITERIA.DOCX)

List of FY18 Applications Selected for Submission & Ranking

PDF

DOWNLOAD (HTTPS://ACDSINC.ORG/WP-CONTENT/UPLOADS/2018/08/2018-RANKING-RESULTS-COC.PDF)

Arundel Community Development Services, Inc. 2666 Riva Road, Suite 210 Annapolis, Maryland 21401 410.222.7600

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15	AHOH - Rapid Re-Housing Program (NEW)	TBA	\$140,490
*Projects in gray area fall into Tier 2		Total	\$2,642,117

Elizabeth Brush

From: Elizabeth Brush
Sent: Tuesday, August 21, 2018 11:52 AM
To: Pam Brown (srbrow00@aacounty.org)
Subject: FY 2018 CoC Competition
Attachments: HIP HOP.pdf

Pam,

Thank you for your application for FY2018 CoC Application, unfortunately, we had too many applications, all good, but were not able to include all of them in the CoC Competition this year. Please see the attached letter for additional details.

Let me know if you have any questions.

Beth

Elizabeth W. Brush, Planning Manager



2666 Riva Road, Suite 210
Annapolis, MD 21401
410-222-3956 (note new number)
Fax: 410-222-7619

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August 21, 2018

Pam Brown, Executive Director
Anne Arundel County Partnership for Children, Youth, and Families.
1 Harry S. Truman Parkway, Suite 103
Annapolis, MD 21401

Dear Ms. Brown:

Thank you for your request for federal Continuum of Care funds through the FY2018 Continuum of Care Program competition. As you know, ACDS administers Continuum of Care funds on behalf of both Anne Arundel County and the Anne Arundel and Annapolis Coalition to End Homelessness (Coalition) and is responsible for managing the local Continuum of Care competition. As part of this process a Review and Ranking committee was convened and projects were reviewed and ranked to determine if they would be included in the competitive FY2018 Continuum of Care application this year.

As you know, the Coalition is limited in the amount of funds available for new applications each year. This year a total of four new applications were received for programs requesting funds to provide rapid re-housing to the County's homeless. As the committee did not recommend re-allocating funds from any of the renewal projects this year; we were limited to recommending funds for one bonus project and one bonus project specifically targeting victims of domestic violence. Given the competitive nature of the FY2018 CoC Application, the committee focused on several criteria including need, capacity, and effectiveness of each agency to help the CoC meet community-wide performance standards and HUD requirements (e.g. coordinated entry and prioritization standards). The committee gave preference to projects serving victims of domestic violence as well as to applicants willing to serve those individuals with higher barriers to housing in this year's competition.

We regret were not able to fund as many new project applications as we would have liked and unfortunately, we were not able to recommend that the Anne Arundel Partnership for Children, Youth, and Families' application for the HIP HOP Program to be accepted as part of the County's FY2018 Continuum of Care competition. We support and appreciate the continued efforts of the Partnership to serve the homeless youth in Anne Arundel County.

Again, thank you for the opportunity to review your proposal. Should you have any questions, please do not hesitate to contact me at (410) 222-3956.

Sincerely,

Elizabeth W. Brush
Planning Manager

EWB

K:\Planning Documents\Continuum of Care\2018 Continuum of Care Application\ltr_Light House Rapid Re-Housing Program.doc

410-222-7600 Voice
410-222-7619 Fax

2666 Riva Road, Ste 210
Annapolis, Maryland 21401

info@acdsinc.org
www.acdsinc.org

Elizabeth Brush

From: Elizabeth Brush
Sent: Tuesday, August 21, 2018 11:51 AM
To: Jo Ann Mattson; Heather Cassity (hcassity@annapolislighthouse.org)
Subject: FY 2018 CoC Application
Attachments: Light House.pdf

Hello Jo Ann and Heather,

Thank you for your application for FY2018 CoC Application, unfortunately, we had too many applications, all good, but were not able to include all of them in the CoC Competition this year. Please see the attached letter for additional details.

Let me know if you have any questions.

Beth

Elizabeth W. Brush, Planning Manager



2666 Riva Road, Suite 210
Annapolis, MD 21401
410-222-3956 (note new number)
Fax: 410-222-7619

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August 21, 2018

Jo Ann Mattson, Executive Director
The Light House, Inc.
10 Hudson Street
Annapolis, MD 21401

Dear Ms. Mattson:

Thank you for your request for federal Continuum of Care funds through the FY2018 Continuum of Care Program competition. As you know, ACDS administers Continuum of Care funds on behalf of both Anne Arundel County and the Anne Arundel and Annapolis Coalition to End Homelessness (Coalition) and is responsible for managing the local Continuum of Care competition. As part of this process a Review and Ranking committee was convened and projects were reviewed and ranked to determine if they would be included in the competitive FY2018 Continuum of Care application this year.

As you know, the Coalition is limited in the amount of funds available for new applications each year. This year a total of four new applications were received for programs requesting funds to provide rapid re-housing to the County's homeless. As the committee did not recommend re-allocating funds from any of the renewal projects this year; we were limited to recommending funds for one bonus project and one bonus project specifically targeting victims of domestic violence. Given the competitive nature of the FY2018 CoC Application, the committee focused on several criteria including need, capacity, and effectiveness of each agency to help the CoC meet community-wide performance standards and HUD requirements (e.g. coordinated entry and prioritization standards). The committee gave preference to projects serving victims of domestic violence as well as to applicants willing to serve those individuals with higher barriers to housing in this year's competition.

We regret were not able to fund as many new project applications as we would have liked and unfortunately, we were not able to recommend that the Light House's application for a Rapid Re-Housing Program be accepted as part of the County's FY2018 Continuum of Care competition. However, we support and appreciate the Light House's continued efforts to serve the homeless in Anne Arundel County.

Again, thank you for the opportunity to review your proposal. Should you have any questions, please do not hesitate to contact me at (410) 222-3956.

Sincerely,

Elizabeth W. Brush
Planning Manager

EWB

K:\Planning Documents\Continuum of Care\2018 Continuum of Care Application\ltr_Light House Rapid Re-Housing Program.doc

410-222-7600 Voice
410-222-7619 Fax

2666 Riva Road, Ste 210
Annapolis, Maryland 21401

info@acdsinc.org
www.acdsinc.org

Janay Brunson

From: Anne Arundel and Annapolis Coalition To End Homelessness
<jbrunson=acdsinc.org@mail24.atl111.rsgsv.net> on behalf of Anne Arundel and
Annapolis Coalition To End Homelessness <jbrunson@acdsinc.org>
Sent: Thursday, June 21, 2018 12:40 PM ✓
To: Janay Brunson
Subject: FY 2018 Continuum of Care Application - Funds Available

ANNE ARUNDEL AND ANNAPOLIS COALITION
TO END HOMELESSNESS
FY2018 CONTINUUM OF CARE
FUNDING AVAILABILITY

June 21, 2018

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 2018 funds for the Continuum of Care Homeless Assistance Program (CoC Application). 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 18, 2018.

The FY2018 CoC Application outlines significant changes from prior years as well as provides new opportunities. Opportunities include allowing renewal projects to transition a new component, the possibility to consolidate grants, possibility to re-allocate funds from one project to create a new project, new funds targeted to providing housing to survivors of domestic violence, as well as, new bonus project funds.

KEY DATES

1. **Friday, July 13, 2018** – FY2018 CoC Application Planning Meeting

Time: 10:00 am

Place: ACDS, 2666 Riva Road, Suite 210, Annapolis, MD 21401

Purpose: Discuss FY2018 CoC Application changes, re-allocation policies and procedures; project review procedures, potential new projects, and establishment of FY 2018 CoC planning committee responsible for ranking and review.

Who: Projects applicants interested in submitting a CoC application in the FY2018 Competition, any interested Coalition Board and General members.

2. **Monday, July 23, 2018** – Renewal Projects notified by FY 2018 CoC Planning committee if re-allocation or consolidation is recommended.
3. **Friday, July 27, 2018** – Deadline for appeals by renewal project recommended for re-allocation or consolidation.
4. **Friday, August 10, 2018** – All new and renewal applications due to ACDS' office.
5. **Friday, August 17, 2018** – (tentative) Ranking and Review committee
6. **Wednesday, August 22, 2018** – Public Notification of applications selected to submission and ranking decisions.

Information about the FY2018 Continuum of Care Application is available on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>. Also, attached, please find a six page table highlighting What's New, Changes, and Highlights. It is important that you review and understand the FY2018 CoC NOFA and the changes so we can build the best application together.

Please feel free to contact Beth Brush at (410) 222-3956 or ebursh@acdsinc.org or myself, Janay Brunson, at (410) 222-3958 or jbrunson@acdsinc.org if we can assist you with any questions you may have regarding the FY2018 NOFA. We will do our best to keep you informed throughout this process. Additional Information will be posted on ACDS Website at www.acdsinc.org under Funding Opportunities Continuum of Care Grants.

Sincerely,

Janay N. Brunson
Project Planner

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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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f (<https://www.facebook.com/Arundel-County-Development-Services-1021545441232654/>)

t (<https://twitter.com/ACDSinc>)



Arundel Community Development Services, Inc.

Continuum of Care Grants

ACDS is responsible for preparing and submitting the federal [Continuum of Care Program Competitive Application \(https://www.hudexchange.info/programs/coc/\)](https://www.hudexchange.info/programs/coc/) on behalf of the [Anne Arundel and Annapolis Coalition to End Homelessness \(/housing-resources/homeless/\)](/housing-resources/homeless/).

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(<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>)

New Applications for Continuum of Care Funding

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. New applicants will need to submit narratives and budgets for New Projects to ACDS by **August 10, 2018**.

ACDS staff will enter the narratives and budgets into the New Project Application in eSnaps and submit a [Translate >](#)

draft for review no later than August 17, 2018. Final applications will be due and need to be submitted in eSnaps by August 22, 2018. Additional information about New Project is available on HUD's website at:

<https://www.hudexchange.info/resource/2909/> (<https://www.hudexchange.info/resource/2909/>) coc-project-application-instructions-for-new-projects/

If you are interested in applying for funds for a new program, please contact Elizabeth Brush at 410-222-3956 or ebrush@acdsinc.org (<mailto:ebrush@acdsinc.org>) to obtain guidance on the application process.

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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 2018 funds for the Continuum of Care Homeless Assistance Program (CoC Application). 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 18, 2018.

The FY2018 CoC Application outlines significant changes from prior years as well as provides new opportunities. Opportunities include allowing renewal projects to transition a new component, the possibility to consolidate grants, possibility to re-allocate funds from one project to create a new project, new funds targeted to providing housing to survivors of domestic violence, as well as, new bonus project funds.

KEY DATES

1. **Friday, July 13, 2018** – FY2018 CoC Application Planning Meeting
Time: 10:00 am
Place: ACDS, 2666 Riva Road, Suite 210, Annapolis, MD 21401
Purpose: Discuss FY2018 CoC Application changes, re-allocation policies and procedures; project review procedures, potential new projects, and establishment of FY 2018 CoC planning committee responsible for ranking and review.
Who: Projects applicants interested in submitting a CoC application in the FY2018 Competition, any interested Coalition Board and General members.
2. **Monday, July 23, 2018** – Renewal Projects notified by FY 2018 CoC Planning committee if re-allocation or consolidation is recommended.
3. **Friday, July 27, 2018** – Deadline for appeals by renewal project recommended for re-allocation or consolidation.
4. **Friday, August 10, 2018** – All new and renewal applications due to ACDS' office.
5. **Friday, August 17, 2018** – (tentative) Ranking and Review committee
6. **Wednesday, August 22, 2018** – Public Notification of applications selected to submission and ranking decisions.



Arundel Community Development Services, Inc.

Information about the FY2018 Continuum of Care Application is available on HUD's website at <https://www.hudexchange.info/resources/documents/FY-2018-CoC-Program-Competition-NOFA.pdf>. Also, attached, please find a six page table highlighting What's New, Changes, and Highlights. It is important that you review and understand the FY2018 CoC NOFA and the changes so we can build the best application together.

Please feel free to contact Beth Brush at (410) 222-3956 or ebursh@acdsinc.org or myself, Janay Brunson, at (410) 222-3958 or jbrunson@acdsinc.org if we can assist you with any questions you may have regarding the FY2018 NOFA. We will do our best to keep you informed throughout this process. Additional Information will be posted on ACDS Website at www.acdsinc.org under Funding Opportunities Continuum of Care Grants.

Sincerely,

Janay N. Brunson
Project Planner

Anne Arundel and Annapolis Coalition to End Homelessness Continuum of Care Governance Charter

PURPOSE OF THE GOVERNANCE CHARTER

This Governance Charter establishes the composition, roles, responsibilities, and structure of the Anne Arundel County and the City of Annapolis Continuum of Care in order to ensure the CoC is meeting the responsibilities assigned to it by HUD regulations.

The **Anne Arundel and Annapolis Coalition to End Homelessness** (herein referred to as the “Coalition.”) is the HUD designated primary oversight board of the Anne Arundel County and the City of Annapolis Continuum of Care (CoC).

This Governance Charter is mandated because Anne Arundel County receives federal Housing and Urban Development (HUD) CoC funds and Emergency Solutions Grant (ESG) funds. Anne Arundel County is the recipient entity of these funds and has contractual duties with HUD with regard to the administration of these funds to ensure regulatory compliance.

MISSION, VISION, AND PURPOSE OF THE ANNE ARUNDEL AND ANNAPOLIS COALITION TO END HOMELESSNESS

The mission of the Anne Arundel and Annapolis Coalition to End Homelessness is to ensure homelessness is rare and brief through education and advocacy.

The vision and purpose of the Anne Arundel and Annapolis Coalition to End Homelessness, a collaborative and inclusive community based planning body, is to end and prevent homelessness in Anne Arundel County, Maryland, including the City of Annapolis by: (a) working to facilitate an adequate supply of affordable permanent housing with supportive services for the homeless; (b) providing a vehicle for community investment in and support of the mission to end homelessness; and (c) establishing a collaborative partnership to ensure a coordinated delivery of services to end homelessness.

The Coalition is responsible for ensuring the operation of the CoC, as well as the coordination, development, planning, and evaluation of services and housing for the homeless and those who are at-risk of homelessness.

STRUCTURE OF THE ANNE ARUNDEL AND ANNAPOLIS COALITION TO END HOMELESSNESS

Membership - The Coalition is a membership based organization for the Anne Arundel and Annapolis Continuum of Care. Membership in the Coalition is open to any (1) individual citizen, (2) nonprofit organization or representative of a nonprofit organization, (3) any federal, state, or local government agency, authority, board or commission, or any staff member thereof and (4) private business owner or representative of a private business, who (a) shares the Coalition’s vision and mission, and signs a Memorandum of Understanding indicating so; (b)

actively engages in identifying creative solutions and funding to further the Continuum of Care for the homeless in Annapolis and Anne Arundel County; and (c) supports the efforts of the Coalition by helping to educate the community about the issue of homelessness.

Roles and Responsibilities – The full membership of the Coalition is made up of agencies committed to serving the homeless population, agencies who serve those who are at risk of homelessness, governmental departments charged with addressing the needs of the homeless and concerned individuals interested in ending homelessness in Anne Arundel County and the City of Annapolis. The full membership is responsible for:

- electing and approving the Coalition Board of Directors annually;
- participating and serving on committees, ad-hoc task groups, efforts and projects (e.g. ACCESS Housing Campaign) which further the mission, vision, and goals of the Coalition.
- recognizing the designation of the HMIS lead agency/administrator;
- recognizing the designation of the lead support agency (collaborative applicant);
- annually approving a governance charter detailing the roles and responsibilities of all parties;
- attending regular Coalition meetings; and
- assisting with CoC planning processes including developing strategic plans to ensure effective housing and service system, participate in point-in-time counts, gap analysis, and provide consultation with County and City Consolidated Plan development.

VOTING RIGHTS:

Each Coalition Member/Agency holds one vote and must designate a delegate and an alternate who are authorized to cast the agency vote when such is needed. Although each Coalition Member/Agency is allowed to send more than these designated people to Coalition meetings, when a vote is taken, only the delegate - or alternate if the delegate is not present - is eligible to cast a vote.

COALITION COMMITTEES

The coalition may establish new committees or ad hoc committees as needed. The committees as standing or ad hoc include:

- (1) *HMIS And Data Management Committee* - responsible for overseeing the smooth operation of the CoC HMIS system;
- (2) *Grant Review Committee* – responsible for the review of project applications for the CoC Competitive Consolidated Application;
- (3) *Strategic Planning Committee* –responsible for the ongoing assessment of CoC needs, development and creation of strategies etc.;
- (4) *Performance Measurement Committee* – responsible for evaluating the continuum’s programs and efforts to reduce homelessness;

- (5) *Coordinated Assessment Committee* – responsible for meeting HUD’s mandate to establish and operate a coordinated assessment system, including implementing Housing Priority Procedures;
- (6) *Housing Committee* – responsible for identifying housing resources for individuals and families.
- (7) *Families, Children, and Youth Committee* – committee focused on strategic planning to end homelessness among Families, Children, and Youth.

BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES

The business and affairs of the Coalition shall be managed by its Board of Directors. Each member of the Board of Directors must be a member of the Coalition. The Board of Directors shall consist of two Co- Chairs, the Secretary, the Treasurer; committee chairs, a homeless or formally homeless representative, and such other Directors as may be elected to the Board of Directors by the Membership. The Board of Directors shall have full authority to act on behalf of the Coalition.

The number of Directors shall be no more than forty (40), and include appropriate City and County representatives from Anne Arundel Department of Social Services, Arundel Community Development Services, City of Annapolis, Anne Arundel County Mental Health Agency, Anne Arundel County Partnership for Children, Youth, and Families, Anne Arundel County Public Schools, Anne Arundel County Department of Health, and Anne Arundel County Government, as well as private nonprofits including representatives from the Light House, Arundel House of Hope, Inc. and Associated Catholic Charities - Sarah’s House. The Board shall also include representative from other relevant agencies and government entities responsible for serving the homeless, including but not limited to organizations serving the chronically homeless, individuals with a mental health illness or substance abuse issue, victims of domestic violence, families with children, education, youth, persons with HIV/AIDS, and veterans as well as representatives from the Faith Community and Business Community. The Board shall also include representation from an Emergency Solutions Grant (ESG) recipient agency.

The term of office for each Director shall be two (2) years plus the number of days remaining until the next semi-annual Membership meeting after expiration of two years following the Director’s election. The term for each Director shall begin immediately upon such Director’s election. A Director may be elected to any number of consecutive or subsequent two-year terms.

Staff replacement of representatives of relevant agencies or government entities (eg. the position of DSS Homeless Coordinator or Anne Arundel County Homeless Schools Liaison) responsible for key aspects of the CoC shall be voted onto the Board at the time of relevant staff change and will be formally confirmed at the next semi-annual Membership meeting.

The presence of a majority of the number of Directors in office shall constitute a quorum for the transaction of business at all meetings of the Board. An affirmative vote of the majority of the Directors present at shall be necessary for the passage of any resolution or action to be submitted to vote by Coalition membership.

Board of Directors shall be responsible for:

- providing leadership and direction to the Coalition;
- adopting a strategic plan for the Coalition, including policies and procedures to implement the adopted strategic plan and to comply with Continuum of Care requirements and other governmental regulations;
- creating new strategies to further the mission of the Coalition;
- evaluating the progress of the Coalition in addressing its identified goals and objectives;
- designing and following a collaborative process for development of applications for funding (e.g. competitive CoC Application);
- In partnership with Anne Arundel County, the grantee, recommend a lead support agency and collaborative applicant to complete competitive CoC Application and perform grant administrative functions;
- In partnership with Anne Arundel County, the grantee, recommend a HMIS lead agency/administrator and approving software selection;
- reviewing and approving all HMIS Project operational policies, and procedures, quality standards and plans, and establishing protocols for addressing compliance with those standards;
- promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs;
- using HMIS data to inform CoC program and system design, and measuring progress toward implementation of the CoC Strategic Plan and other CoC-established goals;
- encouraging participation in the HMIS (and broader Continuum of Care) by all homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness.;
- ensuring the establishment of a coordinated assessment process;
- ensuring activities such as monitoring and evaluation of both system wide and individual program performance;
- establishing priorities for funding projects in the County;
- aligning and coordination the CoC with other homeless assistance and mainstream resources;
- identifying new membership and inviting them to join the Coalition at minimum annually;
- appointing needed committees, workgroups, and ad-hoc task group to complete tasks and responsibilities to achieve the Coalition's goals and mission;
- updating the Governance Charter, the Coalition's by-laws, and internal policies and procedures required to comply with Continuum of Care requirements and governmental regulations; and
- other duties as needed.

DESIGNATED HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) LEAD AGENCY

The Coalition provides direction, policy setting, and guidance for the HMIS System. The Coalition exercises all its responsibilities for HMIS governance through its Board of Directors, with guidance from the Anne Arundel County Department of Social Services (DSS), Arundel Community Development Services, Inc. (ACDS), and the HMIS and Data Management Committee.

The Anne Arundel County Department of Social Services (DSS) is designated as the lead HMIS agency to operate Anne Arundel County's and Annapolis' Homeless Management Information System (HMIS). The HMIS system is currently funded through Anne Arundel County general funds and a federal CoC grant administered by ACDS. DSS executes an MOU with ACDS, on behalf of the County, to manage, administer, and operate the County's HMIS system.

DSS shall be responsible for hiring a HMIS Administrator/Homeless Coordinator to ensure the seamless operation of the County's HMIS system including, but not limited to, database management, HMIS training, and ensuring federal reporting compliance capabilities. DSS exercises these responsibilities with guidance from the Coalition's Board of Directors. These responsibilities are contingent on continued receipt of the appropriate funding, and in general are as follows.

Administration

- oversee the day-to-day administration of the HMIS system;
- manage contracts with Bowman Systems for Service Point;
- ensure HMIS software meets the minimum data and technical functionality requirements established by HUD in the 2010 HMIS Data Standards, and any other HUD rule or notice, including unduplication, data collection, maintenance of historical data, reporting (including HUD-required reports and data quality and audit reports), and any other requirements established by HUD;
- develop and, upon adoption by the CoC, implement written policies and procedures for the operation of the HMIS Project, including requirements and standards for any participating agency, data quality standards, and provide for the regular update of these procedures as required. The *Anne Arundel County Homeless Management Information System Policies and Procedures* is attached hereto and made a part of hereof;
- execute approved HMIS Participation Agreements with each participating agency;
- Chair, facilitate and coordinate HMIS and Data Management Committee meetings;
- support the development of the County's Coordinated Assessment system; and
- on behalf of the CoC, attend the State of Maryland HMIS Homeless Collaborative, when feasible, and maintain data sharing agreements.

Reporting

- develop standard reports and queries of HMIS data (e.g., data quality report, COC quarterly report, program performance reports, etc.);

- generate HUD required reports (e.g. program APRs, sheltered PIT Count, AHAR, and Pulse reports, HIC, as required);
- provide data needed to inform CoC's progress toward establishing and achieving its Strategic Plan goals.

Training and outreach

- provide and coordinate comprehensive HMIS training, technical assistance and support to all end users as needed;
- trouble shoot technical issues with HMIS Provider and Bowman Systems;
- monitor compliance by all participating programs with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards; and
- work to facilitate participation in the HMIS by all homeless prevention and assistance programs and other mainstream programs serving homeless people;

LEAD AGENCY/COLLABORATIVE APPLICANT DESIGNATION

The Coalition is responsible for leading the efforts to end homelessness and for implementing and operating a homeless CoC system in Anne Arundel County. Because the Coalition consists of volunteers, the Coalition must recommend a Lead Agency/ Collaborative Applicant to ensure HUD's regulatory requirements are met. The Coalition has recommended ACDS as the lead Agency/Collaborative Applicant for Anne Arundel County and the City of Annapolis. ACDS is designated as the lead Agency/Collaborative Applicant to provide administrative oversight to Anne Arundel County's and Annapolis' HUD CoC funded homeless projects and programs.

Anne Arundel County is the recipient entity of CoC grant funds and has contractual duties with HUD with regard to the administration of these funds to ensure regulatory compliance. ACDS is under contract with Anne Arundel County to manage, administer, and operate the County's federal HUD funds including CoC funds, Emergency Solution Funds, Community Development Block Grant funds, HOME and HOPWA funds. ACDS exercises these responsibilities with guidance from the Coalition's Board of Directors and Anne Arundel County Department of Social Services. These responsibilities are contingent on continued receipt of the appropriate funding, and in general are as follows:

- ensure the CoC is in compliance with 24 CFR 578- Continuum of Care Program, as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act and the CoC is meeting all responsibilities assigned to it by HUD regulations;
- assist in the preparation of the CoC Plan/Strategic Plan for the homeless population identifying the needs of the population, gaps in the system, and priorities for proposed projects;
- prepare a consolidated application for funding under the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act;

- working with Coalition members, ensure that annual point-in-time counts, needs assessments, and housing inventories are conducted and submitted to HUD;
- in partnership with the Coalition, ensure a coordinated assessment system is established in the County;
- administer and implement CoC funds received from the HEARTH Act including preparing funding agreements with nonprofit organizations, processing invoices for payment, and monitoring the nonprofit organization for compliance with the funding agreements and all applicable federal regulations;
- prepare annual performance reports as required for submission to HUD;
- perform all tasks and provide all information necessary to assist the CoC in HUD's monitoring of grant administration, respond to and correct any monitoring findings and deficiencies, and process grant closeout procedures;
- with input from the Coalition, establish ESG and CoC written policies and procedures;
- ensure compliance with consultation requirements in support of the development of the County's Consolidated Plan.
- monitor and evaluate HUD funded programs based on performance targets and outcomes ensure compliance with the environmental review process under the provisions of 24 CFR Part 58; and
- provide staff support for the Coalition.

POLICIES AND PROCEDURES

The Coalition shall establish and approve policies and procedures for the operation of Anne Arundel County and City of Annapolis' Continuum of Care, to be set forth in separate Policy and Procedure manual (Appendix A) incorporated herein by reference and made a part of this Governance Charter . Such policies and procedures may include but are not limited to HMIS Policies, Procedures for the operating of the CoC's Coordinated Assessment, and permanent housing prioritization policies as well as other policies required by HUD.

REPORTING

The Coalition shall prepare minutes of Coalition membership and Board meetings; circulate approved minutes at the subsequent meetings; and make minutes available to the public via Coalition's website or upon request.

CONFLICT OF INTEREST

No member of the Coalition Board shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, contracting, awarding, and implementing corrective actions.

AMENDMENTS

These procedures may be altered, amended, repealed or added to by an affirmative vote of the members.

REVIEW OF GOVERNANCE CHARTER

The Board of Directors will review this charter annually to ensure it remains consistent with the CoC's objectives and responsibilities.

Adopted by Anne Arundel County and Annapolis Coalition to End Homelessness

Date: January 24, 2014

Reviewed and Approved: February 19, 2016

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Anne Arundel County and Annapolis Coalition to End Homelessness

Continuum of Care Policy and Procedure Manual

Prepared by
Arundel Community Development Services, Inc.
July 2017

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I. Purpose

The purpose of this manual is to outline the policies and requirements established by the Anne Arundel and Annapolis Coalition to End Homeless (Coalition), Anne Arundel County's CoC, and approved by the Coalition's Board of Directors for the operation of Continuum of Care (CoC) Program funded projects. The policies were made in consultation with recipients of the Emergency Solutions Grant program funds within the County. All CoC Program funded projects must comply in full with the applicable standards described in this manual, as well as all HUD regulations and NOFA requirements established for the CoC Program. CoC Program funded projects may also be subject to additional criteria as set forth in annual competitive application processes administered by the CoC in conjunction with HUD annual CoC program competitions.

II. Key Definitions

Continuum of Care Program

The Continuum of Care (CoC) Program is authorized under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (The HEARTH ACT), **24 CFR Part 578 Subtitle F of the McKinney-Vento Homeless Assistance Act.**

Homeless

CoC Program funded projects at minimum must meet the following criteria in Category 1, unless otherwise indicated under the eligibility standards for a given project type.

Category 1: Literally Homeless

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

- (1) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (2) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
- (3) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness

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

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

Category 3: Homeless Under Other Federal Statutes

(NOTE: CoC Program funded projects are not authorized by HUD to serve this category):

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

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

Category 4: Fleeing/Attempting to Flee Domestic Violence

Any individual or family who:

- (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

- (2) Has no other residence; and
- (3) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically Homeless

McKinney-Vento Act Definition of Chronically Homeless (1) An individual who: Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and 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 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; (2) 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, before entering that facility; or (3) 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, including a family whose composition has fluctuated while the head of household has been homeless.

Developmental Disability

Developmental disability means, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C.15002): (1) A severe, chronic disability of an individual that—(i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;(ii) Is manifested before the individual attains age 22;(iii) Is likely to continue indefinitely; (iv) Results in substantial functional limitations in three or more of the following areas of major life activity:(A) Self-care;(B) Receptive and expressive language; (C) Learning; (D) Mobility; (E) Self-direction; (F) Capacity for independent living;(G) Economic self-sufficiency; and (v) Reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. (2) An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (1)(i) through (v) of the definition of “developmental disability” in this section if the individual, without services and supports, has a high probability of meeting those criteria later in life.

Disabling Condition

(1) A condition that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual's ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) Is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury; (2) A developmental disability, as defined in this section; or (3) The disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

Fair Market Rent

Fair Market Rent (FMR) means the Fair Market Rents published in the Federal Register annually by HUD. Family

A *family* includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, and such group includes, but is not limited to: (i) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family).

Permanent Housing

Permanent housing means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

Permanent Supportive Housing

Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Rapid Re-Housing

The provision of supportive services and/or short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance, as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing and achieve stability in that housing.

Transitional Housing

Transitional housing means housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless

individuals and families into permanent housing within 24 months. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

Victim Service Provider

Victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

III. Roles and Responsibilities

HUD's Role

HUD staff at HUD's headquarters in Washington, D.C. will review and fund on a competitive basis all applications submitted through the local Continuums of Care. The HUD staff in the Baltimore field office will execute contracts for the CoC grant to Anne Arundel County, provide technical assistance, monitor performance, and assist ACDS with any changes, waivers, grant extensions, or amendments.

The Anne Arundel and Annapolis Coalition to End Homelessness' Roles and Responsibilities

The Anne Arundel and Annapolis Coalition to End Homelessness (Coalition) is responsible for leading the efforts to end homelessness and for implementing and operating a homeless CoC system in Anne Arundel County. Because the Coalition consists of volunteers, the Coalition must recommend a Lead Agency/ Collaborative Applicant to ensure HUD's regulatory requirements are met. The Coalition has recommended Arundel Community Development Services (ACDS) as the lead Agency/Collaborative Applicant for Anne Arundel County and the City of Annapolis. ACDS is designated as the lead Agency/Collaborative Applicant to provide administrative oversight to Anne Arundel County's and Annapolis' HUD CoC funded homeless projects and programs.

Anne Arundel County's Role and Responsibilities

Anne Arundel County is the recipient entity of CoC grant funds and has contractual duties with HUD with regard to the administration of these funds to ensure regulatory compliance. ACDS is under contract with Anne Arundel County to manage, administer, and operate the County's federal HUD funds including CoC funds, Emergency Solution Funds, Community Development Block Grant funds, HOME and HOPWA funds.

ACDS's Role and Responsibilities

ACDS exercises the following responsibilities with guidance from the Coalition's Board of Directors and Anne Arundel County Department of Social Services. These responsibilities are contingent on continued receipt of the appropriate funding, and in general are as follows:

- 1) ensure the CoC is in compliance with 24 CFR 578- Continuum of Care Program, as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act and the CoC is meeting all responsibilities assigned to it by HUD regulations;
- 2) assist in the preparation of the CoC Plan/Strategic Plan for the homeless population identifying the needs of the population, gaps in the system, and priorities for proposed projects;
- 3) prepare a consolidated application for funding under the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act;
- 4) working with Coalition members, ensure that annual point-in-time counts, needs assessments, and housing inventories are conducted and submitted to HUD;
- 5) in partnership with the Coalition, ensure a coordinated assessment system is established in the County;
- 6) administer and implement CoC funds received from the HEARTH Act including:
 - 1) apply, on behalf of project sponsor/subrecipients, all renewal grants and when additional funding is available apply for new projects;
 - 2) administer the CoC grants in partnership with subrecipients;
 - 3) preparing funding agreements with nonprofit organizations;
 - 4) processing invoices for payment;
 - 5) track and monitor match documentation;
 - 6) Complete reports and draw funds from HUD;
 - 7) Serve as a liaison between HUD and subrecipients for the CoC Program;
 - 8) monitor subrecipients to ensure compliance with HUD program regulations; and
 - 9) provide technical assistance, guidance and support to subrecipients;
 - 10) prepare annual performance reports as required for submission to HUD;
- 7) perform all tasks and provide all information necessary to assist the CoC in HUD's monitoring of grant administration, respond to and correct any monitoring findings and deficiencies, and process grant closeout procedures;

- 8) with input from the Coalition, establish ESG and CoC written policies and procedures;
- 9) ensure compliance with consultation requirements in support of the development of the County's Consolidated Plan;
- 10) monitor and evaluate HUD funded programs based on performance targets and outcomes ensure compliance with the environmental review process under the provisions of 24 CFR Part 58; and
- 11) provide staff support for the Coalition.

Subrecipient/Provider Roles and Responsibilities

Subrecipients/Providers are responsible for the operating and management of CoC funded projects as well as for the duties as identified in their executed grant agreements with ACDS and as outlined in this CoC Policy and Procedure Manual.

IV. Program Requirements

The following information and standards are applicable to all CoC Program-funded projects.

Housing First

Housing First is a proven method of ending all types of homelessness and is the most effective approach to ending chronic homelessness. Housing First approaches quickly connect people experiencing a housing crisis with permanent housing without preconditions (e.g., sobriety, treatment or service participation requirements) and the supports needed to maintain housing. Evidence from communities and programs that follow a Housing First approach shows that Housing First can reduce the length of time people are homeless, increase consumer choice, and increase housing stability.

Housing First is an alternative to approaches where people experiencing homelessness must demonstrate their readiness for permanent housing or otherwise participate in a linear set of time-limited housing and services before obtaining permanent housing. By contrast, Housing First is premised on the understanding that everyone is “housing ready”, that people experiencing a wide variety of barriers can successfully find and maintain housing with the right supports, and that people are better able to address their concerns and goals when stably housed.

As all of Anne Arundel County’s CoC funded projects were designated in the FY2016 CoC Application as embracing the Housing First model, subrecipients should evaluate and eliminate eligibility requirements that prevent higher need families and individuals from accessing their programs, especially requirements related to employment, minimum income, rental history, or substance use history. Providers who don’t have the skills to serve these families and individuals should be increasing their capacity either internally or through partnerships. However, providers should strive to offer assistance in a progressive manner – offer more only when more is needed and desired to obtain permanent housing quickly and maintain it, and also less when such help is not needed.

Coordinated Assessment Process

All homeless persons entering the County’s homeless continuum of care (e.g. outreach, shelter, day programs, etc.) must be screened with the VI-SPDAT assessment. Completed VI-SPDAT assessments are submitted for to the Homeless Coordinator at the Department of Social Services where they are processed and scored based on vulnerability and “risk of death” and the individual placed on the Access Housing list. It is important that all homeless persons, regardless of situation, be screened with the VI-SPDAT. Only those individuals with a completed VI-SPDAT and ranking on the Access Housing list can access CoC and HOME funded permanent supportive housings.

Three case conferences per month – one for the chronic homeless, one for veterans, and one for families – are used to facilitate the use and effectiveness of the Access Housing List. These meetings are coordinated by the Department of Social Services homeless coordinator.

All providers are expected to participate in the County's Coordinated Assessment process as developed and implemented by the Coalition. All Permanent Supportive Housing projects are required to select program participants from the Access Housing List (the Coalition's Vulnerability List) managed by the Department of Social Services' Homeless Coordinator as well as participate in monthly "case conferencing" regarding participants and housing placement. The Access Housing list is a by-name, real-time, up-to-date list of all people experiencing homelessness. Further details on eligibility for CoC funded Permanent Supportive Housing Projects listed in next section.

Coordinated procedures are in the process of being developed for the County's CoC and ESG funded Rapid Re-Housing Programs and may or may not utilize a separate Family VI-SPDAT assessment.

Homeless Veterans

All CoC funded projects shall, to the extent possible, prioritize serving veterans and their families who are ineligible for Department of Veterans Affairs (VA) HEALTH CARE services, HUD-VASH, AND/OR SSVF. When it is determined that a veteran household that is ineligible for these housing programs and services has the same or higher level of need as a non-veteran household, the veteran household should receive priority for CoC funded services.

Participation

Subrecipients/Providers shall participate in the Coalition's homeless Continuum of Care's planning process including attending meetings and subcommittees. These meeting may include, but are not limited to HMIS, annual HUD NOFA planning meetings, and other activities that assist the local CoC in its goals to eliminate homelessness.

Data Collection and HMIS Participation

All subrecipients of funding under the CoC program are required to use an HMIS to record client-level data on all persons served and all activities assisted under CoC in accordance with HUD's standards for an HMIS.

Program Evaluation and Continuous Improvement

CoC program funded projects are evaluated each year in preparation for HUD's CoC Program competition. Evaluation results are used to inform project selection and ranking, as well as to identify any performance issues that may need to be addressed. When a performance issue is

identified, a provider will be provided follow-up assistance and support in creating a plan to improve performance. Severe and persistent performance issues, including issues related to compliance with CoC standards and chronic underspending, may negatively impact a project's and/or provider's ability to continue to receive CoC Program funding.

Consumer Involvement

Each CoC Program funded project is expected to engage consumers in ongoing program evaluation and quality improvement processes. Toward that end, at a minimum each project is required to survey consumers/residents and/or complete documented interviews with current consumers at least annually to obtain feedback on program service quality, the service/housing environment, and opportunities for improvement.

Housing Quality Standards (HQS)

HQS is required for all CoC funded programs to ensure housing facilities are safe, sanitary, and adequately maintained. Subrecipients will be responsible for performing inspections, documenting and communicating failed items to landlords, and re-inspecting unit Annual HQS inspections and re-inspections must be submitted to ACDS for review.

Lead-Based Paint

Permanent supportive housing and Rapid Re-Housing Programs are subject to all LBP regulations. These activities are subject to LBP regulations because the units assisted with these funds are not temporary residences and do not fall under the shelter exemption. The standards apply to any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child who is less than 6 years of age resides or is expected to reside in such housing) or any zero-bedroom dwelling or SRO unit. Properties that have been inspected according to HUD regulations and certified as having no lead paint and properties in which all lead-based paint was identified and removed according to HUD standards are also exempt. However, if federal funding is used in the provision of housing that is pre-1978, occupied by children under the age of six, and are not known to be free of lead-based paint contamination, then visual paint inspections are required along with corrective actions warranted by the severity of the condition. Additional information is found at the end of the manual, Section VIII, Lead-Based Paint Guidance.

Fair Housing and Equal Opportunity

Subrecipients are required to ensure that CoC funded services are made available to all eligible persons on a nondiscriminatory basis, and to publicize this fact. This publicity and marketing of all projects must reach persons of any particular disability, race, color, religion, sex, age, familial status, sexual orientation, gender identity, or national origin within the subrecipient's service area.

Serving Families in Homeless Projects

CoC Program funded projects serving families must ensure they comply with HUD's Equal Access Rule. The Equal Access Rule outlines the federal definition of 'family' for purposes of receiving assistance from certain programs. For the CoC Program, the definition of 'family' is as follows:

Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

What this means is that any group of people that present together for assistance and identify themselves as a family, regardless of age or relationship or other factors, are considered to be a family and must be served together as such. CoC Program funded projects cannot discriminate against a group of people presenting as a member of a family based on the composition of the family (e.g., adults and children or just adults), the age of any family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. Involuntarily separating families based on the gender or age of their minor children is a violation of HUD regulations. Projects must serve families regardless of the marital status, sexual orientation of the adults or actual or perceived gender related characteristics.

Equal Access Regardless of Sexual Orientation or Gender Identity

On February 3, 2012, HUD published the *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity* final rule (Equal Access Rule) (77 FR 20 5662). This final rule requires that HUD's housing programs be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status. The rule defines "gender identity" to mean "actual or perceived gender-related characteristics." 24 CFR 5.100; 77 FR at 5665. The final rule also prohibits owners and administrators of HUD-assisted or HUD-insured housing, approved lenders in an FHA mortgage insurance program, and any other recipients or sub-recipients of HUD funds from inquiring about sexual orientation or gender identity to determine eligibility for HUD-assisted or HUD-insured housing. The rule does not, however, prohibit voluntary self-identification of sexual orientation or gender identity, and it provides a limited exception for inquiries about the sex of an individual to determine eligibility for temporary, emergency shelters with shared sleeping areas or bathrooms, or to determine the number of bedrooms to which a household may be entitled.

Faith-Based Organizations

Religious or faith-based organizations are eligible, on the same basis as any other organization,

to participate in the CoC program. Grant funds may not be used for inherently religious activities such as worship or proselytizing; participants or prospective participants may not be discriminated against on the basis of religion or religious beliefs; services may not be limited on the basis of religious participation. Religious activities must be offered separately, in time or location, from grant funded activities but program participants may voluntarily take part in religious activities offered by the organization.

Security & Confidentiality Policies

The address or location of any housing or rental units of any program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the provider and consistent with state and local laws regarding privacy and obligations of confidentiality with written authorization of the person responsible for the operation of the rental unit.

Monitoring

All projects will be monitored annually by ACDS to ensure regulatory compliance. Monitoring visit will provide technical support and guidance to improve performance standards. Monitoring results will be included in the ranking/review of renewal projects in the competitive CoC Applications. Poor monitoring finding may impact future funding.

V. Other HUD Requirements

All CoC funded Subrecipients are expected to be familiar with and adhere to all HUD requirements for the CoC Program as described in the CoC Program Interim Rule, applicable Notices, and CoC Program NOFA(s) under which the project is funded. Other HUD requirements including, but not limited to, the following requirements.

Environmental Review

Federally funded projects are subject to an environmental review process in 24 CFR Part 58. ACDS acts on behalf of HUD as the responsible entity to determine if the CoC activity complies with the requirements in 24 CFR Part 50 or 58. Any subrecipient requesting funds for activities under CoC may be subject to full or partial environmental review as applicable. ACDS will define the level of review required and complete and document all environmental requirements. The environmental review process must be complete before the project can be approved and funded.

Insurance Requirements

Subrecipients shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage. Specifically, subrecipients shall provide evidence

to ACDS that they maintains comprehensive general liability insurance in an amount not less than One Million Dollars (\$1,000,000) and maintains Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000).

Subrecipients shall furnish the Corporation with certificates of insurance evidencing the type, amount, class of operations and effective dates of expiration of the insurance policies except for worker's compensation and automobile polices. The insurance coverage certification shall include substantially the following statement: "The insurance covered by this certification shall not be canceled or materially altered, except after thirty (30) consecutive calendar days from when a written notice has been delivered to the Corporation, whom shall be named as an additional insured in all insurance policies except for workers compensation and automobile liability policies."

Spending Deadlines and Allocations

A normal spending cycle for the CoC program is twelve (12) months, although new projects may sometimes have a multi-year budget. Subrecipients are expected to plan their budgets in a way that project how goals are met by the end of the spending period with little or no budget adjustment. In the event that ACDS determines a subrecipient to be unable to spend all grant funds by the grant agreement deadline, funds may be reduced in subsequent funding rounds and allocated to a new project.

Matching Requirements

All eligible funding costs except leasing must be matched with no less than s 25% cash or in-kind match. For in-kind match, the government wide grants requirements of HUD's regulations in 24 CFR 84.23 apply. The match requirement in 24 CFR 84.23 applies to administration funds. All match must be spent on eligible activities.

Reimbursement of Costs

CoC funds are made available on a reimbursement basis and may only be reimbursed for eligible costs as defined by HUD regulations. Documentation of allowable costs is required to process draws.

Financial Standards

Internal controls reflect the overall financial management of an organization. Standards for financial management systems of non-profit organizations may be found in PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

At minimum, the following areas should be included:

- **Budget Controls** - Budget controls ensure the subrecipient will have a regular, on-going basis of comparison between actual expenditures and COC-budgeted amounts for the activities. The COC budget will cover intended project expenses with very little necessity for adjustments during the grant period. Budget controls allow for timely adjustments should they be necessary and should show amounts paid in each budget category.
- **Accounting Controls** – ACDS requires full documentation to accompany reimbursement requests, all expenditures must be supported by invoices, contracts, purchase orders, etc. In certain circumstances ACDS will accept minimal documentation. If minimal documentation is allowed with an invoice, subrecipients must have detailed records onsite to provide a complete audit trail at any time.
- **Wages** - When supported by more than one funding source, wages must be documented by records that clearly show the time distribution and wage breakdowns between programs.
- **Financial records** – Subrecipients are required to maintain financial records relative to the COC program for five (5) years after the end of the grant period.
Procurement Rules - 2 CFR 200 Uniform Guidance Sub Part D, Post Federal Award requirements 200.318 provides regulations that govern the procurement of supplies, equipment, and services to ensure that they are obtained economically and competitively. Subrecipients may use their own procurement procedures as long as they conform to the regulations. Important elements for subrecipients to consider are a system to handle contract disputes; a code of conduct preventing conflicts of interest, some form of cost analysis to ensure economic purchases; positive efforts to use small and minority-owned businesses to the maximum extent possible.
- **Property Controls** - Federal regulations regarding property controls in 24 CFR 200.313 are for the purpose of tracking the assets purchased with grant funds to ensure that they are properly maintained, secure, and being used for authorized purposes. ACDS is required to do a periodic physical inventory on these items to verify their existence, current utilization and continued need. For this reason, agencies using CoC funds to purchase furnishings, vehicles, or equipment for a project should keep accurate records including the following: a complete description of the item purchased, a serial or other identification number, the source of funds and grant agreement number, the acquisition date, and the cost. These items are federal property and cannot be disposed of without requesting permission and guidelines from HUD. If the subrecipient no longer needs the item for the grant project it may only be used for other activities if approved by ACDS.

- Dates of Service - Only expenses incurred during the grant period are allowable. This includes utility receipts that may have service dates beginning before this date, but ending within the grant period. In these cases, when services begin before the date of award, receipts must be pro-rated to reimburse costs only for the eligible days within the service period.
- Insufficient Documentation - Insufficient documentation will delay the reimbursement process. Subrecipients will be contacted to provide clarification. If information is not received within two weeks, the questioned portion of the payment request will be denied.

Audits

2 CFR Part 200, Subpart F requires organizations to comply with federal audit standards if they receive more than \$750,000 in federal funds during one year. If the subrecipient organization does not fall under this requirement, an independent financial audit by a certified public accountant is required in lieu of the Single Audit as required in CFR Part 200, Subpart F. These audits must be kept current and submitted to ACDS

Record Maintenance

Subrecipients must also follow the guidelines for equipment/inventory record keeping and for program outcomes. CoC funding should be directly related to service delivery through transitional or permanent housing facilities and projects. Accurate results regarding these services to the homeless population should be systematically gathered and maintained in agency files for regular reporting purposes. HUD requires IHFA to report consistently on not only the proper and timely expenditure of grant funds, but also on the types of program activities being funded and their evidence of measurable outcomes. Reliable agency data, demographic data, service data, and outcomes data will be gathered and verified through HMIS or a comparable database used for reporting.

Relocation and displacement

CoC project that displaces residents is subject to the requirements of the Uniform Relocation Act. Anne Arundel County will give priority to projects that do not cause involuntary displacement. However, the costs of relocation assistance may be paid by CoC or from other funding sources. See the requirements at 24 CFR 578 for more detailed information.

Documentation

Subrecipients must establish written policies specific to recordkeeping (documenting eligibility, assessments at intake and re-evaluation). Subrecipients must maintain documentation on all households seeking assistance. If an applicant for assistance is

determined ineligible by the subrecipient, documentation must reflect the reasons.

Sufficient records must be established and maintained to demonstrate that CoC requirements are being met. Documentation of participant eligibility and assistance provided must be retained for five (5) years after the expenditure of all funds from the grant under which the program participant was served.

Participant Files

Participant files should not only document project eligibility but should include a detailed record of the services provided to each participant and the program funds that supported each service. Any information requested on the APR should be a regular part of recordkeeping procedures for subrecipients. Participant files should reflect dates, types, program costs, etc. of all services in order to document both efficient grant management and the success of the project. Records should be retained for at least five years after the end of the grant period.

VI. Specific Program Component Requirements

1) Permanent Supportive Housing Programs

CoC Program funding for permanent supportive housing (PSH) is designed to provide the services necessary to help homeless persons maintain stability in permanent housing after experiencing homelessness. The program will provide safe, affordable housing that meets participants' needs in accordance with client intake practices and within HUD guidelines for permanent supportive housing program. There is no predetermined length of stay for a PSH program. Program participants in PSH must enter into a lease agreement for an initial term of at least one year and the lease must be automatically renewable upon expiration for terms that are a minimum of one month long, except on prior notice by either party. PSH may not have any requirements that are not in a standard lease (i.e. no preconditions such as income or sobriety).

Eligibility and Prioritization

All CoC Program projects funded in the FY2015 CoC Competition and FY2016 CoC Competition must dedicate 100% of vacant beds for persons who are chronically homeless at project entry. Therefore, eligibility is limited to individuals or families meeting the HUD's chronically homeless definition (see definitions page x). People staying in transitional housing do not qualify as chronically homeless. People referred to PSH must have been from the streets, emergency shelters, or institutions. (Note, people coming from institutions must have previously lived on the streets or in an emergency shelter prior to entering the institution or transitional housing. Additionally, people from institutions must have been in the institution

for fewer than 90 days.) All persons served must have documentation on file verifying their status of homelessness and disability, including any necessary 3rd Party documentation as required by HUD.

All PSH projects shall utilize the County's VI-SPDAT homeless vulnerability priority waitlist - maintained by the Homeless Coordinator, Anne Arundel County Department of Social Services - to select eligible participants for the PSH Program. As of July 1, 2017, each new participant must have a documentation signed by the Homeless Coordinator indicating that they were referred from the VI-SPDAT List. (Form attached).

HUD does not expect CoC program-funded PSH to hold vacant beds open indefinitely while waiting to locate chronically homeless persons with the longest histories of homelessness and most severe service needs. PSH programs are only expected to exercise due diligence identifying applicants who meet the chronic homeless definition and should document the efforts they have undertaken to locate persons that would be considered the highest priority. HUD does not have a specific time frame that a recipient must hold a bed vacant.

At least one member of the household must have a disability of long duration and that substantially impedes their ability to live independently, as verified either by Social Security or a licensed professional that meets the state criteria for diagnosing and treating that condition.

All PSH projects have agreed in the latest CoC application to implement Housing First methodology and must seek to minimize any barriers to project's entry into their project. This means that projects cannot require things of potential clients to enter their project over and beyond demonstrating meeting basic eligibility (and any population prioritization) requirements. At minimum, projects cannot require the following as a condition of entry in to the project or as a condition on the lease or occupancy agreement unless otherwise prohibited or required by another project funder: (1) Minimum income level, (2) Completion of drug test, or (3) Sobriety unless the project is considered "sober housing" as acknowledged by the CoC and HUD in the most recent CoC Program application and CoC evaluation.

Prioritization of CoC funded Permanent Supportive Housing

The Anne Arundel and Annapolis Coalition to End Homelessness "Coalition" has incorporated 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 its prioritization procedures for the Anne Arundel County Coalition to End Homelessness as outlined below.

The Anne Arundel and Annapolis Coalition to End Homelessness Coalition has voted to use the

Access Housing List as the primary waitlist for all CoC funded PSH programs. The Access Housing List is a real-time, up-to-date by-name list of all people experiencing homelessness in the County including the chronic homeless, veterans, individuals experience domestic violence, and others. The Access Housing List is the Coalition’s attempt to know every person experiencing homelessness “by-name” thereby facilitating efficient decisions around how best to refer individuals to the County’s housing and homeless service programs. The Coalition’s hosts three case conferences – one for the chronically homeless, one for veterans, and one for families – on a monthly basis in order to ensure efficient management of the list.

The Access Housing list is developed through Anne Arundel County’s coordinated assessment process for PSH programs and requires all homeless persons entering the County’s homeless continuum of care (e.g. outreach, shelter, day programs, etc.) be screened with the Vulnerability Index, the Service Prioritization Decision Assistance Tool (VI-SPDAT).

Providers are responsible for assessing all homeless persons and the Homeless Coordinator/HMIS Administrator at the County’s Department of Social Services is responsible for inputting assessments, compiling and maintaining the list. These assessments generate a score which is used to place individuals on the Access Housing list based on vulnerability. The higher the score means the greater the vulnerability. Only those individuals with a completed VI-SPDAT and ranking on the Access Housing list can access CoC funded PSH programs. The Coalition also encourages other, HUD and Non-HUD funded housing programs to also utilize the Access Housing list as a program waitlist.

Priority is given, generated by the VI-SPDAT score, to those who meet the HUD’s chronically homeless definition as well as demonstrate a high severity of need.

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.

Severity of Service Needs means an individual for whom at least one of the following is true: (a) history of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or (b) significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

For the purpose of defining, severity of service needs, the Coalition will rely on the use of standardized assessment tool, the VI-SPDAT as well as through the monthly case conferences meetings. These meetings will be coordinated by the Department of Social Services (DSS) homeless coordinator.

Order of priority for Anne Arundel County and Annapolis Coalition to End Homelessness for CoC funded PSH programs is as follows:

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 and documentation is required. Participants should have chronic homeless documentation, disability verification, and Access Housing form in client file.

Homeless persons are also evaluated to meet specific program eligibility requirements as approved in HUD's application.

Chronic Homeless Documentation

Given the complexities of meeting HUD's new chronic homeless definition as well as the documentation requirements, the DSS Homeless Coordinator, referring agencies, and housing providers shall work together to create a file that can be used not only for prioritization purposes but also as file documentation for housing programs. Additional information about the documentation requirements can be found at:

www.hudexchange.info/resource/3897/notice-cpd-14-012-prioritizing-persons-experiencing-chronic-homelessness-in-psh-and-recordkeeping-requirements/

Disability Documentation

The following are HUD's requirements for documenting disability for Permanent Supportive Housing Programs that HUD administer. Please refer to this web link for additional information if needed;

<https://www.onecpd.info/resource/1928/hearth-defining-homeless-final-rule/>

Written verification of disability must be documented at the time of application. The determination must be made by a medical doctor or psychiatrist. A social worker, psychologist, case manager, mental health counselor, or substance abuse counselor does not qualify as a person eligible to make that determination. However, a Master's level, licensed social worker or psychologist may verify a diagnosis for the annual renewal of rental assistance. "Self-certifications" are not acceptable verifications of a person disability.

- If a family is applying for CoC, the adult member must have a serious mental illness or co-occurring alcohol or substance use disorder. If there are two adult members residing in the same unit who meet the disability criteria, both applicants will be allowed a \$400 disability allowance. Therefore, an \$800 disability allowance will be approved on the rent calculation worksheet.
- Written verification from the Social Security Administration; OR
- The receipt of a disability check such SSI, SSDI, Veterans Disability, etc.; OR
- Intake staff recorded observation of a disability within 45 days of the application for CoC rental assistance is confirmed and accompanied by evidence ; OR
- Other documentation approved by HUD.

Documentation of Homelessness for PSH programs

(source HUD's Federal Register 12/5/11)

In order of HUD's preference:

- 1) third-party documentation
- 2) intake worker observations
- 3) already available documentation including certification or other appropriate service transactions recorded in a Homeless Management Information System (HMIS)
- 4) Self-certification (only when all other documentation methods have been identified).

Discharge from an Institution: documentation of an individual's stay in an institution to include an oral statement made by a social worker, case manager, or other appropriate official at an institution that is documented by the intake worker of the housing or service program. If such a statement is not available, the intake worker must document due diligence in attempting to obtain the statement. Discharge paperwork is considered to be third party documentation.

Resource Links

[HEARTH "Homeless" Definition Final Rule \(PDF\)](#)

Type of Assistance

Tenant Based Rental Housing (TBRA) - Projects receiving tenant-based rental assistance on behalf of CoC participants will allow participants to choose their own housing and will enter into the lease agreement with the landlord. Participants will retain their rental assistance if they choose to move to another housing unit after the end of their initial one year lease and thereafter annually. Participants may also be provided a security deposit upon entry into the program whether tenant or sponsor based. Additional security deposits should only be provided if there are no other financial resources available, the participant does not have the ability to pay the security deposit, and there is CoC funding to support the security deposit. All efforts should be made to obtain the initial security deposit from the landlord, and be used for the new housing unit, provided there are no damages. Second or third security deposit Unit rent is awarded at the FMR, but capped at rent reasonableness.

Sponsor-Based rental assistance - Projects receiving sponsor-based rental assistance on

behalf of the CoC participants will secure housing for CoC participants. The provider will lease a unit owned or leased by the provider to the CoC participant. The sponsor agency will develop a sublease agreement with the participant.

Rental Assistance

All providers will utilize CoC funding to make affordable housing for program participants and families by using CoC grant funds to pay the difference between the contract rent for a unit and 30% of the participant's or family's income. In general, rental assistance will be provided in the form of:

- monthly rent payments;
- security deposits, in an amount not to exceed 2 months of the actual rent;
- an advance payment of the last month's rent in addition to the security deposit and payment of the first month's rent;
- a month's rent for housing units vacated by a participant or family;
- up to one month's of rent to pay for any property damage's if damage is greater than the security deposit;
- up to three months' rent for those who are in inpatient care or incarceration, (the participant will be allowed 90 days for each occurrence);
- utility costs paid if utilities are not included in the rent; and
- staff costs associated with carrying out eligible activities including but not limited to making rental payments to landlords, conducting HQS inspections, and other activities of administering rental assistance.
- No fee, other than rent, may be imposed on a program participant.

Providers will use the utility allowance schedule from the local housing agency/authority to determine the utility allowance. All utility allowances schedules are updated annually. Only those utilities the participant or family is responsible for paying should be included on the rent calculation form under utility allowance. Providers must pay the utility company on behalf of the program participant if the rent exceeds the utilities cost. No funds are given directly to program participants.

Leasing

Providers may also receive funds to lease properties for PSH programs. In this model the lease is between provider/subrecipient and owner. Sublease or occupancy agreement is with the program participant. The unit rent may not exceed rent reasonableness amount or the FMR, whichever is lower. Providers may pay up to two months of rent for security deposit and up to one month of rent for last month's rent. Leasing funds may not be used to pay for damages. Utilities cannot be paid out of leasing funds if the rent does not include utilities but programs can use operating funds or other sources of funds to pay for utilities. Leasing funds cannot be used to lease units or structures owned by the provider or subrecipient, County, or ACDS.

Providers are not required to charge program participants an occupancy charge; however, they can choose to impose an occupancy charge equal to no more than the highest of: 30 percent of the family's monthly adjusted income; or 10 percent of the family's monthly gross income. Any occupancy charges collected from program participants are considered program income. As such, these funds must be retained by the subrecipient, committed to the project, and used to cover any eligible costs in the project. If participants are expected to pay for utilities, a utility allowance must be applied to occupancy charge calculation.

Determination of Unit Size and Rents

Families with children who are less than 4 years apart in age may be required to share bedrooms unless there are special circumstances that would be detrimental to the family's living situation. Children who are within four years apart in age and are of opposite gender may be authorized separate bedroom provided there is funding and a vacancy for the size unit needed.

Providers may base the maximum allowance for rent and utility payments on "rent reasonableness" even if the amount exceeds the FMR. The FMR for each jurisdiction is determined and published annually by HUD in the Federal Register. The formula that determines FMR is subject to change annually.

Eligible Operating Costs

Eligible operating costs are those costs associated with the day-to-day physical operating of housing in which homeless persons are housed. CoC funds may pay for maintenance and repair of housing, building security, electricity, gas, water, furniture, and equipment.

Supportive Services

In general, grant funds may be used on those services listed in the CoC Interim rule only including:

- Assessing service needs
- Moving costs
- Case Management
- Child Care
- Education services
- Employment assistance & Job Training
- Food
- Housing Search & Counseling services
- Legal services
- Life Skills training
- Mental Health Services
- Outpatient health services
- Outreach Services
- Substance abuse treatment services
- Transportation
- Utility Deposits

Terminations, Complaints, Appeals & Grievance Procedures

All providers are required to have a termination and grievance policies. Policies must allow an applicant to formally dispute an agency decision on *eligibility to receive assistance*. The policy must include the method that an applicant would be made aware of the provider's grievance procedure and the formal process for review and resolution of the grievance.

If a program participant violates program requirements, the provider may terminate the assistance in accordance with a formal process established by the provider. All providers must have policies that allow a program participant to formally dispute a provider decision to *terminate assistance*. The policy must include the method that a written notice would be provided containing clear statement of reason(s) for termination; a review of the decision in which the program participants is given the opportunity to present information before someone other than the person who made the termination decision; and a prompt written notice of the final decision to the program participant.

2. Rapid Re-Housing Program

CoC Program rapid re-housing funds are designed to provide the services necessary to help homeless persons quickly regain stability in permanent housing after experiencing homelessness. In line with the HUD's national homelessness policy as outlined in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, federal programs aimed at ending homelessness have shifted towards providing stable, permanent housing opportunities for the homeless and at-risk homeless and less towards transitional housing. Rapid Re-Housing programs funded through the CoC will be required to meet HUD defined housing first standards as described here.

Eligibility and Prioritization

Within the Anne Arundel County homeless services system, and specifically for CoC Program funded projects, the Coalition seeks to ensure that rapid re-housing is targeted to homeless families and individuals who most need and desire such assistance to quickly address any barriers to maintaining permanent housing.

Unless prohibited by other project funding sources, rapid re-housing Programs are required to use a low barrier Housing First model (i.e., not have service participation requirements or preconditions to entry, such as sobriety or a minimum income threshold, and must prioritize rapid placement and stabilization in permanent housing).

Assessing & Prioritizing Participants

The key to the success of any program is a screening and assessment process that thoroughly explores a family's or individual's situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need. *The Coalition is in process of adopting a shared assessment tool (e.g. Arizona Matrix or Family VI-SPDAT).*

The Coalition's hosts three case conferences – one for the chronically homeless, one for veterans, and one for families – on a monthly basis in order to provide a space for providers to identify a family's or individuals unique situation and refer them to the appropriate housing resource based on identified needs. Rapid Re-Housing provider are required to participate in the family case conference meeting on a monthly basis to identify families and individuals that would benefit from their program or services. The Coalition is working on developing a family list, similar to the Access Housing list for chronically homeless. Again, veterans will be given priority for these programs if they meet other HUD eligibility criteria.

Eligibility

Eligibility for rapid re-housing is , *generally*, restricted to families and individuals who are literally homeless, including those who may also be fleeing or attempting to flee domestic violence and who are literally homeless (homeless definition Category 1 and Category 4, if also meeting literally homeless definition).

Category 1 definition of homelessness: Individuals and families who lack a fixed, regular, and adequate nighttime residence: (i) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, etc; (ii) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate

shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or (iii) an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 4: Fleeing/Attempting to Flee Domestic Violence

Any individual or family who: (i) is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) has no other residence; and Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or (iii) other social networks, to obtain other permanent housing.

All projects must document eligibility according to HUD recordkeeping requirements as well as meet all participant eligibility criteria as defined in the NOFA under which the program was funded. Providers that serve survivors of Domestic Violence only have to meet the basic HUD HMIS requirements for DV programs.- (i.e collect all of the data elements an HMIS collects, however victim service providers are directed to store that data in a comparable database and report on aggregate level and not client level specific data).

The Coalition has the discretion to specify additional eligibility criteria, such as income limits, if voted in by the Board of Directors.

Standards for Amount of Rental Assistance

Providers shall determine the type, maximum amount and duration of housing stabilization and/or relocation services for individuals and families who are in need of rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.

Standards for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following guidelines:

- 1) Providers may provide up to 100% of the cost of rent in rental assistance to participants. However to maximize the number of households that can be served with rapid re-housing resources, it is expected that providers will provide the level of need based on the goal of providing only what is necessary for each household to be stably housed for the long term.

- 2) Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the Fair Market Rent limit, established by HUD.
- 3) The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units.

For more details see sections 578.37 and 578.51 of the HUD CoC rapid re-housing and rental assistance guidelines.

Standards for Duration of Assistance

Providers may provide a program participant with between three months and 24 months of rental assistance; however, program should follow description submitted to HUD in their CoC application.

There must be a lease between the landlord and the tenant and the leases must be for at least one-year, renewable for at least one year and terminable only for cause.

Standards for Type of Assistance

Providers may use funds for rental assistance costs and eligible services, including: security deposits (up to two months), first month's rent and/or last month's rent, eligible supportive services, and property damage (up to one month)

Case Management Services

Providers must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; and other Federal, State, local, or private assistance available to assist the program participant in obtaining housing stability including but not limited to:

- Supplemental Nutrition Assistance Program
- Social Security Disability Insurance (SSDI)
- Federal-State Unemployment Insurance Program
- Medicaid
- Veteran's Benefits
- Veteran's Disability Benefits
- Women, Infants and Children (WIC)

- Supplemental Security Income (SSI)
- Child and Adult Care Food Program, and
- Other mainstream resources such as housing, health, social services, employment, education services and youth programs that an individual or family may be eligible to receive

Rapid re-housing program participants are required by HUD regulations to meet with a case manager not less than once per month. Providers may also provide case management services for up to six months after rental assistance stops.

CoC funded Supportive Services

In general, grant funds may be used on those services listed in the CoC Interim rule only including:

- | | |
|--|--------------------------------------|
| ➤ Assessing service needs | ➤ Legal services |
| ➤ Moving costs | ➤ Life Skills training |
| ➤ Case Management | ➤ Mental Health Services |
| ➤ Child Care | ➤ Outpatient health services |
| ➤ Education services | ➤ Outreach Services |
| ➤ Employment assistance & Job Training | ➤ Substance abuse treatment services |
| ➤ Food | ➤ Transportation |
| ➤ Housing Search & Counseling services | ➤ Utility Deposits |

Inspections

CoC funded rapid re-housing units must meet the HUD Housing Quality (HQS) Standards under 24 CFR part 578.37(a)(1)(ii) and Lead-Based Paint rules.

Rental Subsidy Administration

The administering of rapid re-housing rental assistance must comply with the HUD regulations.

Performance Standards

Programs are expected to strive to meet Coalition established performance standards.

Terminations, Complaints, Appeals & Grievance Procedures

All providers with rapid re-housing programs shall be required to have a termination and grievance policies. Policies must allow an applicant to formally dispute an agency decision on *eligibility to receive assistance*. The policy must include the method that an applicant would be made aware of the provider's grievance procedure and the formal process for review and resolution of the grievance.

If a program participant violates program requirements, the provider may terminate the assistance in accordance with a formal process established by the provider. All providers must have policies that allow a program participant to formally dispute a provider decision to *terminate assistance*. The policy must include the method that a written notice would be provided containing clear statement of reason(s) for termination; a review of the decision in which the program participants is given the opportunity to present information before someone other than the person who made the termination decision; and a prompt written notice of the final decision to the program participant.

Standards for Re-Evaluation

In accordance with HUD regulations, subrecipients must conduct regular re-evaluations, at least annually, of program participants receiving RRH assistance. To continue to receive CoC-RRH assistance, a program participant's re-evaluation must demonstrate eligibility based on: lack of resources and support networks. The program participant's household must continue to lack sufficient resources and support networks to retain housing without CoC program assistance.

VII. Educational Policies for Homeless Students and Families

- Anne Arundel County Public School Homeless Liaison/Community Liaison – Homeless, are elected members of the Anne Arundel and Annapolis Coalition to End Homelessness (Coalition), Anne Arundel County and the City of Annapolis’ Continuum of Care and are elected to the Board of the Coalition and regularly attend CoC meetings.
- Anne Arundel County Public School Homeless liaisons, field PPW’s or school social workers shall conduct trainings on eligibility/educational rights of homeless students for homeless providers, on site and at regional summits as well as educate providers about their need to be in compliance with the McKinney-Vento Education Assistance Act.
- CoC homeless providers and Homeless school liaisons will identify homeless families will work on best enrollment practices and use agency specific releases to share information. Releases include names, birthdates and last school attended to address the needs of pre-school age homeless children. With families’ consent, shelter and housing programs will inform school staff when a homeless family enters their program and provide forwarding addresses to liaisons when a family exits.
- The name of the Homeless Liaison, Community Liaison – Homeless, PPW’s or school social work staff, and homeless program staff are exchanged and updated as needed.
- Shelter and housing providers will offer homework and support to homeless youth as necessary.
- Transportation is one of the most significant barriers to success and is critically underfunded. The law says that school districts must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardians request and as determined to be in the best interest of the student.
- Our CoC will work on policies and protocols to identify and lift the barriers to enable homeless students to get enrolled in an appropriate school, receive free or reduced lunches at school, attend their school of origin with transportation and arrange for support services from McKinney-Vento liaisons.

VIII. LEAD-Based Paint Guidance

Lead-Based Paint Requirements

Permanent supportive housing and Rapid Re-Housing Programs are subject to all LBP regulations. These activities are subject to LBP regulations because the units assisted with these funds are not temporary residences and do not fall under the shelter exemption. The standards apply to any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless a child who is less than 6 years of age resides or is expected to reside in such housing) or any zero-bedroom dwelling or SRO unit. Properties that have been inspected according to HUD regulations and certified as having no lead paint and properties in which all lead-based paint was identified and removed according to HUD standards are also exempt. However, if federal funding is used in the provision of housing that is pre-1978, occupied by children under the age of six, and are not known to be free of lead-based paint contamination, then visual paint inspections are required along with corrective actions warranted by the severity of the condition. Additional information is found at the end of the manual, Section VIII, Lead-Based Paint Guidance.

Recipients must ensure that all participants who reside in housing that was constructed pre-1978 receive the “Protect Your Family” lead-based paint hazard brochure. In addition, owners must disclose the presence of lead-based paint and provide participants with any existing documentation on known lead-based paint hazards in the unit. Recipients must document that participants received this information and maintain this documentation in the participant files. Refer also to Appendix C: Step by Step Guide to Compliance with Lead Based Paint Inspection Requirements.

Visual Assessments

The lead-based paint visual assessment requirement exists to protect vulnerable families from potential health hazards. To prevent lead poisoning in young children, recipients must comply with the Lead-based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR § 35. The applicable parts of 24 CFR § 35 are as such:

1. For ESG-funded shelters and housing occupied by project participants, recipients must comply with subparts A, B, H, J, K, M and R.
2. For CoC-funded housing that receives project-based or sponsor-based rental assistance, recipients must comply with subparts A, B, H, and R.
3. For CoC-funded residential property receiving leasing, services or operating costs, recipients must comply with subparts A, B, K and R.

A lead-based paint visual assessment must be completed for all units that meet the three following conditions:

1. The household moving into or remaining in their current unit is being assisted with either ESG rent/utility assistance, ESG arrears assistance, CoC rent assistance, or it is a residential property using CoC funds to fund leasing, services or operating costs.
2. The unit was constructed prior to 1978.
3. A child under the age of six or a pregnant woman is, or will be, living in the unit.

For units and facilities that meet these conditions, recipients must conduct a visual assessment at least annually. For rental units, a visual assessment must be conducted prior to providing rent assistance and on an annual basis thereafter (as long as assistance is provided). The recipient must maintain the record on file with the inspection's record and readily available for review.

Visual assessments must be conducted by a HUD-Certified Visual Assessor.

Agency staff may complete the Visual Assessment Training at

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>. The certificate of completion must be maintained on record and readily available for review. For rental units, documentation must be kept with the HQS or Habitability Standards Worksheet and maintained in the participant file.

Exceptions to the Requirement

There are certain exceptions to the requirement. Visual assessments are not triggered under the following circumstances:

- a. It is a zero-bedroom or SRO-sized unit;
- b. X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- c. The property has had all lead-based paint identified and removed in accordance with HUD regulations;
- d. The unit has already undergone a visual assessment within the past 12 months – obtain documentation that a visual assessment has been conducted; or
- e. It meets any of the other exemptions described in 24 CFR § 35.115(a).

If any of the conditions outlined above are met, recipients need to document the condition.

File Documentation Requirements

____ Lead Screening Worksheet

____ Lead-Free Certificate from Landlord

____ Copy of inspection (if applicable)

____ copy of evidence home was built after 1978

____ copy of receipt the participant received "Protect Your Family" lead-based paint hazard brochure.

IX. Minimum Participant File Documentation Requirement Check-List

While, no one standard format for application/file documents is requirements, providers must have the following items in client files.

- Release of Information Form**
- Screening Assessment**
- HMIS screening sheets**
- U.S. Identification**
- Verification of homelessness/Chronic homelessness**
- Verification of Disability** (for Permanent Supportive Housing Programs)
- Verification of Income** (required for Rapid Re-Housing at 12-month re-certification and for rent determination)
- Housing/Case Plan** (case plan)
- Copy of signed Lease/subleases**
- Agreement** between provider/client (re: amount of subsidy paid from program)
- Lead-Based Paint documentation**
 - Lead screening worksheet
 - Lead-Free Certificate from Landlord
 - Copy of inspection (if applicable)
 - copy of evidence home was built after 1978
 - copy of receipt the participant received "Protect Your Family" lead-based paint hazard brochure.
- Housing Standards** –copy of HQS
- Rent Reasonableness Verification**
- Fair Market Rent Verification**
- Signed grievance/termination policies**
- Case notes**

X. Anne Arundel and Annapolis Coalition to End Homelessness Continuum of Care Program Funding Process

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.

Arundel Community Development Services, Inc. (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 Anne Arundel and Annapolis Coalition to End Homelessness (Coalition) members and stakeholders of the NOFA release by email, through the lead agency 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.)

Eligible Subrecipients

Not for profit organizations and Public Housing agencies are eligible to apply. In addition, applicants must meet all of the HUD applicant eligibility criteria defined under the NOFA under which they are applying.

Eligible applicants must also meet the following criteria:

1. If currently a subrecipient of HUD CoC funds, the applicants must be in good standing with HUD and the Anne Arundel County's and Annapolis CoC. This is defined as not having any significant unresolved monitoring findings.
2. Have experience in providing housing and/or services to people who are currently or formerly homeless.
3. Agency has a track record of helping the CoC meet its goals and benchmarks regardless of funding sources.
3. Participate in or commit to participate in the CoC Homeless Management Information System (HMIS). Providers that serve survivors of Domestic Violence only have to meet the basic HUD HMIS requirements for DV programs.- (i.e collect all of the data elements an HMIS collects, however victim service providers are directed to store that data in a comparable database and report on aggregate level and not client level specific data).

HUD Priorities for Funding

Each year, HUD establishes priorities for funding projects 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 priorities utilized during the past few CoC competition cycles are in alignment

meeting the goals identified within the Federal *Opening Doors Federal Strategic Plan to Prevent* 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. Successful projects are evaluated as to how well, they, individually, as well as collectively as part of the County's homeless continuum of care system address these priorities.

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 an 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 establishes community funding priorities and criteria for reviewing and ranking both renewal and new projects based on community housing and service needs annually. For the most recent competition, the 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 with the exception of the Community Prioritization column. The following scale was used as part of the FY16 CoC Application. The Coalition Board will update and adopt the ranking criteria annually to reflect HUD funding priorities and other criteria in order to remain competitive in the national CoC Competitions.

Criteria	Maximum Points
Project Design Criteria	
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
Program Performance Outcomes	
Housing - % 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
Income - increased income; newly gain – (40%-100% = 10; 30-39%=5; 20-29% = 3; 0-19% = 0)	10
Mainstream Benefits – % of guest obtain or maintain mainstream benefits during program year. (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
Health Benefits –% of participants obtain or maintain health benefits (80%-100% = 5; 50-79%=3; 0-50% = 0)	5
Program Occupancy /Utilization Rate -- (90-100% = 10; 80-89%=5; 50-79% = 3; 0-19% = 0)	10
Grant Expenditure – Fully expended grant funds (100%=10; 95-99%=5; 0-89%=0)	10
Monitoring Results/Program Audit - No Findings (yes=5; no = 0)	5
HMIS – met HMIS data quality requirements (max 10 pts.)	10
Drawdown rates – invoices on monthly basis (yes=5; no = 0)	5
	100

The Coalition Board is 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.

Award process

Once HUD announces the grants awarded, HUD will enter into a grant agreement with Anne Arundel County. ACDS, under contract with Anne Arundel County, will enter into a subrecipient grant agreement with the project sponsor to operate the project. Grant funds are contingent upon Anne Arundel County's grant applications being awarded by HUD.

XI. Additional Resources

COC Regulations

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it the Emergency Solutions Grants program. The HEARTH Act also codifies in law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs. The HEARTH Act also directs HUD to promulgate regulations for these new programs and processes.

<https://www.hudexchange.info/resources/documents/CoCProgramInterimRuleFormattedVersion.pdf>

HUD Housing Quality Standards

http://portal.hud.gov/hudportal/documents/huddoc?id=hqs_inspect_manual.pdf

HUD Housing Quality Standards FAQs

https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_9143.pdf

HUD Inspection Checklist

<http://portal.hud.gov/hudportal/documents/huddoc?id=52580.pdf>

Lead-based Paint

Facts about Maryland's "Lead Law"

<http://www.mde.maryland.gov/programs/Land/Documents/LeadFactSheets/LeadFactSheetsStandardOfCare.pdf>

Notice of Tenants' Rights

www.mde.maryland.gov/.../LeadPamphletMDENoticeOfTenantsRights.pdf

HUD Lead Safe Housing Rule

[Lead Safe Housing Rule \(24 CFR Part 35\)](#)

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for MD-503 - Annapolis/Anne Arundel County CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	851	874	83	87	4	54	73	19
1.2 Persons in ES, SH, and TH	934	914	120	109	-11	68	78	10

b. This measure is based on data element 3.17.

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

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

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	844	818	106	227	121	61	93	32
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	927	865	148	251	103	81	101	20

FY2017 - Performance Measurement Module (Sys PM)

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

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	305	23	8%	13	4%	20	7%	56	18%
Exit was from TH	60	4	7%	4	7%	5	8%	13	22%
Exit was from SH	0	0		0		0		0	
Exit was from PH	32	0	0%	1	3%	1	3%	2	6%
TOTAL Returns to Homelessness	397	27	7%	18	5%	26	7%	71	18%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	390	376	-14
Emergency Shelter Total	253	239	-14
Safe Haven Total	0	0	0
Transitional Housing Total	85	24	-61
Total Sheltered Count	338	263	-75
Unsheltered Count	52	113	61

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	934	919	-15
Emergency Shelter Total	830	876	46
Safe Haven Total	0	0	0
Transitional Housing Total	139	70	-69

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	107	132	25
Number of adults with increased earned income	12	7	-5
Percentage of adults who increased earned income	11%	5%	-6%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	107	132	25
Number of adults with increased non-employment cash income	28	33	5
Percentage of adults who increased non-employment cash income	26%	25%	-1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	107	132	25
Number of adults with increased total income	38	38	0
Percentage of adults who increased total income	36%	29%	-7%

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	70	24	-46
Number of adults who exited with increased earned income	17	2	-15
Percentage of adults who increased earned income	24%	8%	-16%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	70	24	-46
Number of adults who exited with increased non-employment cash income	9	9	0
Percentage of adults who increased non-employment cash income	13%	38%	25%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	70	24	-46
Number of adults who exited with increased total income	24	11	-13
Percentage of adults who increased total income	34%	46%	12%

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	783	795	12
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.	193	182	-11
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)	590	613	23

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	845	886	41
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.	225	245	20
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.)	620	641	21

FY2017 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	0	66	66
Of persons above, those who exited to temporary & some institutional destinations	0	30	30
Of the persons above, those who exited to permanent housing destinations	0	31	31
% Successful exits		92%	

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

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	784	779	-5
Of the persons above, those who exited to permanent housing destinations	375	298	-77
% Successful exits	48%	38%	-10%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	264	358	94
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	257	329	72
% Successful exits/retention	97%	92%	-5%

FY2017 - SysPM Data Quality

MD-503 - Annapolis/Anne Arundel County CoC

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

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

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

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	126	126	125	134	96	90	92	25	202	208	202	324	29	13	55	87				
2. Number of HMIS Beds	126	126	125	134	96	90	92	25	202	208	199	324	0	13	23	87				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	98.51	100.00	0.00	100.00	41.82	100.00				
4. Unduplicated Persons Served (HMIS)	750	897	842	876	171	174	139	70	228	229	266	370	42	51	68	72				0
5. Total Leavers (HMIS)	629	776	712	755	96	95	104	51	45	41	37	72	30	11	33	24				0
6. Destination of Don't Know, Refused, or Missing (HMIS)	196	221	180	231	13	2	9	0	1	5	1	2	0	0	0	1				0
7. Destination Error Rate (%)	31.16	28.48	25.28	30.60	13.54	2.11	8.65	0.00	2.22	12.20	2.70	2.78	0.00	0.00	0.00	4.17				

**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

MD-503 Diversity Analysis

Ensuring Diverse Populations are Served in Anne Arundel County

The MD-503 strives to ensure the CoC is serving a diverse population of homeless persons through our homeless continuum of care. A recent analysis compares the Anne Arundel County population as a whole, by race, to the homeless population served in the County's outreach, shelter, transitional and permanent supportive housing programs, by race.

This analysis (attached) shows that 55 percent of all individuals being served in the County's homeless programs are nonwhite, while just 25.2 percent of the County's total population is nonwhite. Similarly, for every homeless program, the percentage of black beneficiaries far exceeds 17.5 percent, which is the percentage of black persons in the County as a whole. Nonwhites, and especially black populations, are especially housing cost burdened and suffer from years of unequal economic opportunity when compared to the population as a whole. This leads to greater rates of homelessness and necessitates that extensive outreach be conducted to reach the black population to ensure they benefit from these resources.

At the same time, the percentage of Asians, Native Hawaiians and American Indian's served is slightly lower than their representation in the population as a whole. However, this disparity is not considered significant given the relatively low population of homeless among these groups. Nevertheless, we will continue to outreach to these groups through our partners to ensure they know homeless programs and resources are available.

	% of County Population Population	Total in Program	% of Total In Program
Street Outreach			
white	74.70%	83	66%
black/AA	17.50%	30	24%
Asian	4.10%	2	2%
American Indian	0.40%	0	0%
Native Hawaiiin	0.10%	0	0%
Multiple Race	3.10%	11	9%
Subtotal Nonwhite	25.20%	43	34%
Total	99.90%	126	100%

Shelter			
white	74.70%	377	44%
black/AA	17.50%	425	50%
Asian	4.10%	6	1%
American Indian	0.40%	3	0%
Native Hawaaain	0.10%	7	1%
Multiple Race	3.10%	37	4%
subtotal nonwhite	25.20%	478	56%
Total	99.90%	855	100%

Transitional			
white	74.70%	16	38%
black/AA	17.50%	23	55%
Asian	4.10%	0	0%
American Indian	0.40%	0	0%
Native Hawaiiin	0.10%	0	0%
Multiple Race	3.10%	3	7%
Subtotal nonwhite	25.20%	26	62%
Total	99.90%	42	100%

PSH			
white	74.70%	209	43%
black/AA	17.50%	246	51%
Asian	4.10%	3	1%
American Indian	0.40%	1	0%
Native Hawaiiin	0.10%	0	0%
Multiple Race	3.10%	27	6%
Subtotal Nonwhite	25.20%	277	57%
	99.90%	486	100%
Total all programs		1509	
Total Nonwhites	25.20%	824	55%