

## 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

<b>Other:(limit 50 characters)</b>		
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 or 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 ESG 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 survivors of 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 experience violence are sensitively linked to necessary resources and services. Training on Trauma Informed Care has been offered to all 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.

**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 that they 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, that 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 less secure family 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, has experience administering a rapid re-housing program funded with HPRP funds and 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	Yes
City of Annapolis Housing Authority	1.00%	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 a 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.

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 treat this family to offer the same accommodations 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 the individual or family to the wait list for the three County shelters. The Shelter Gatekeeper reviews and ranks for vulnerability and placement based on shelter bed availability.

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

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



## 1E. 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. 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 type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input 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 175 on the rating scale are 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 regulatory compliance required. 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.**

<b>Beds Added:</b>	0
<b>Beds Removed:</b>	0
<b>Total:</b>	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 for emergency shelter which prioritizes those from the street, with greater vulnerability, such as an addiction or mental health diagnosis, or 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. The CoC is in process of adopting a shared assessment and waitlist for the County’s emergency shelters. 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 and quickly identifying housing barriers and options to develop a housing plan; (2) develop and build better landlord relations and identify funding to initiate a landlord incentive program; (3) identifying and taking advantage of new housing opportunities; (4) exploring new partnership with HCAAC to develop move up policies 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. One reason why this percent went down is because the County has successfully moved 31 homeless individuals from the street and provided them with CoC funded PSH voucher based on order of priority on 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 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** 05/31/2018

**(mm/dd/yyyy)**

## 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	141
Total number of beds dedicated to individuals and families experiencing chronic homelessness	21
<b>Total</b>	<b>162</b>

**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 come through the CE and 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 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 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 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 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 surveys emanated from North County. 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 (40) are 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 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 Visting 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:** Yes  
**(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless 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 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 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 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 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 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 type="checkbox"/>
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	<input 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 Administration...	09/11/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes		
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		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes		
1E-4. CoC's Reallocation Process	Yes		
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes		
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes		
1E-5. Public Posting–Local Competition Deadline	Yes		
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes		
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS - Policies a...	09/11/2018
3A-6. HDX–2018 Competition Report	Yes	--	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		
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 Adminstration Plan - Homeless Preference

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MD-503 Rank and Review Criteria

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

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## **Attachment Details**

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**Document Description:**

## **Attachment Details**

**Document Description:** HMIS - Policies and Procedure Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** MD-503 Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

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**Document Description:**

## Submission Summary

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

Page	Last Updated
<b>1A. Identification</b>	09/11/2018
<b>1B. Engagement</b>	09/11/2018
<b>1C. Coordination</b>	09/11/2018
<b>1D. Discharge Planning</b>	09/11/2018
<b>1E. Project Review</b>	09/11/2018
<b>2A. HMIS Implementation</b>	09/11/2018
<b>2B. PIT Count</b>	09/11/2018
<b>2C. Sheltered Data - Methods</b>	09/11/2018
<b>3A. System Performance</b>	09/11/2018
<b>3B. Performance and Strategic Planning</b>	09/11/2018
<b>4A. Mainstream Benefits and Additional Policies</b>	09/11/2018
<b>4B. Attachments</b>	Please Complete

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**Submission Summary**

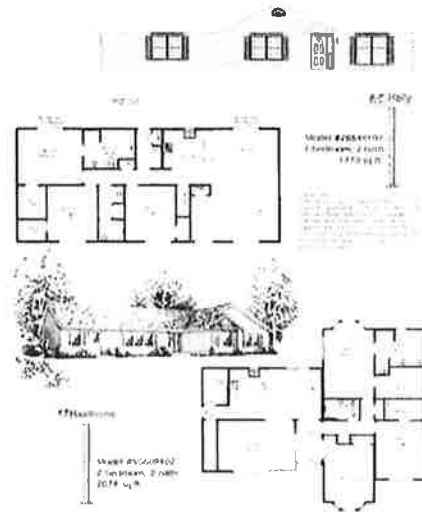
No Input Required



# 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](mailto: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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Admission and Continued Occupancy Policy  
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

**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**

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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2016 REVISED ACOP – Board Resolution No. 031016-05  
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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 \**

# 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