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Revised Detailed Instructions for Completing the
FY 2013/FY 2014 Continuum of Care (CoC) Application

</div>

Introduction

The purpose of this document is to provide supplementary guidance for completing the FY 2013/FY 2014 Continuum of Care (CoC) Application for the FY 2013-FY2014 CoC Program Competition. The FY 2013/FY 2014 CoC Application is one of three parts of the CoC Consolidated Application, which also includes the Priority Listing and the Project Applications for FY 2013 funds. All Collaborative Applicants should review this guidance closely while completing the FY 2013/FY 2014 CoC Application. The following are key points for the Collaborative Applicants to remember:

1. This document should be used in conjunction with the following documents:

   - Notice of Funding Availability for the FY 2013 and FY 2014 Continuum of Care (CoC) Program Competition (FY 2013-FY 2014 CoC Program Competition NOFA);

   - FY 2013 General Section NOFA;

   - CoC Program interim rule; and

   - Other training modules and reference materials available online at the OneCPD Resource Exchange (https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/)

2. The FY 2013/FY 2014 CoC Application has significantly changed since the FY 2012 CoC Program Competition. For this reason, the ability to import data from the previous year's application is not available.

3. Collaborative Applicants should carefully read each question, in conjunction with this document along with the ones listed above, and review each response to ensure that it sufficiently addresses the question.

4. The process of compiling and submitting the CoC Consolidated Application for the FY 2013-FY 2014 CoC Program Competition is designated to the Collaborative Applicant, per 24 CFR 578.9(b). However, the Collaborative Applicant must obtain the CoC's approval as outlined the CoCs policies and procedures, prior to the application being submitted in *e-snaps*.

5. The Collaborative Applicant should pay close attention to the maximum character limits that are set for each of the questions requiring a narrative response. It is recommended that the Collaborative Applicant first draft narrative responses in a word processing application and then cut and paste the response into *e-snaps*. (Many word processing applications can also provide users with the total number of characters.)

6. *The Collaborative Applicant must respond to each question separately. HUD will only consider the unique response to each question. This means that when reviewing the response for a particular question in the FY 2013/FY 2014 CoC Application,*

HUD will not consider information the Collaborative Applicant provided for any other question in the application unless the instructions specifically state otherwise.

7. For questions where HUD instructs the Collaborative Applicant to use data from a prior years application or data that was entered into the HDX (HIC, PIT) it is imperative that the data entered into the FY 2013/FY 2014 CoC Application matches exactly, as HUD will verify what is entered in the application against data submitted previously and/or in the HDX.

8. The Collaborative Applicant must respond to each question truthfully based on the current circumstances within the CoC.

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CoC Application: Part I

1A. Continuum of Care (CoC) Identification

The fields on this form are read-only. The information on this form is based on the information in the approved FY 2013 CoC Registration for the CoC. Updates cannot be made at this time. If the information on this form is not correct, contact the OneCPD Ask a Question (AAQ) at https://www.onecpd.info/ask-a-question/

1B. Continuum of Care (CoC) Operations

1B-1 How often does the CoC conduct meetings of the full CoC membership?

From the drop-down menu, select the frequency that most closely reflects how often the CoC conducts meetings of the full CoC membership–meaning the group organized to carry out the responsibilities required under 24 CFR 578.7. The CoC should be composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. Maximum credit will be given to CoCs that hold meetings of the full membership, with published agendas, *at least* semi-annually.

1B-2 How often does the CoC invite new members to join the CoC through a publicly available invitation?

From the drop-down menu, select the frequency that most closely reflects how often the CoC invites new members to join the CoC through a publicly available invitation such as in newspapers with general circulation in the area, through announcement to local boards and commissions, or in other publicly accessible ways.

IB-3 Does the CoC include membership of a homeless or formerly homeless person?

CoCs are required to include at least one homeless or formerly homeless person in their membership. From the drop-down menu, select whether the CoC membership currently includes involvement by at least one homeless or formerly homeless person.

IB-4 For members who are homeless or formerly homeless, what role do they play in the CoC membership?

From the drop-down menu, select which role(s) most accurately reflect the current affiliation of the homeless or formerly homeless CoC member(s): Community Advocate, Organizational Employee, Volunteer, Outreach, Advisor, or None. Select all that apply. For CoCs that do not include a homeless or formerly homeless person as part of the CoC membership, select "None."

1B-5 Does the CoC's governance charter incorporate written policies and procedures for each of the following:

For each item listed, select "yes" if there are written policies and procedures that have been approved by the CoC and incorporated into the CoCs governance charter:

- Written agendas of CoC meetings
- Centralized or Coordinated Assessment System
- Process for Monitoring Outcomes of ESG Recipients
- CoC Policy and Procedures
- Written process for board selection
- Code of Conduct for board members that includes a recusal process
- Written standards for administering assistance

1C. Continuum of Care (CoC) Committees

1C-1 Provide information for up to five of the most active CoC-wide planning committees, subcommittees, and/or workgroups, including a brief description of the role and the frequency of meetings. Collaborative Applicants should only list committees, subcommittees and/or workgroups that are directly involved in CoC-wide planning, and not the regular delivery of services.

Provisions at 24 CFR 578.7 require that CoCs create additional committees, subcommittees, or work groups. In the table for 1C-1, provide information on up to five of the CoC's committees, subcommittees, or workgroups that carry out planning activities that have an impact on the entire CoC such as:

- Project review and selection
- Discharge planning
- Disaster preparedness planning
- Completion of the CoC Application
- Conducting the PIT count and housing inventory
- Ensuring equal access–regardless of sexual orientation or gender identity–in all CoC Program-funded projects
- 10-year plan coordination

For this section, only identify up to five of the most active groups working on CoC-wide planning activities. Though CoCs may have more or less than five groups, only include those that most fit this description. Do not include groups whose primary role is related to activities other than CoC planning, such as the delivery of housing and/or services or advocacy.

For each committee, subcommittee, or workgroup provide a brief description (up to 750 characters) of its role. The description should explain how the committee supports CoC-wide planning activities and functions.

Next, select the frequency for each committee that best matches how often it meets.

Finally, identify the member organizations represented on each committee, subcommittee, or workgroup. For example: homeless service providers, law enforcement, local education authorities, etc.

1C-2 Describe how the CoC considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area when establishing the CoC-wide committees, subcommittees, and workgroups.

CoCs must demonstrate an inclusive structure and application process that considers the full range of opinions from individuals or entities with knowledge of homelessness in the geographic area or an interest in preventing or ending homelessness in the geographic area when establishing committees, subcommittees, and workgroups to carry out responsibilities on behalf of the entire CoC. Briefly describe how the CoC has ensured that the committees, subcommittees, and workgroups are made up of persons with a wide-range of knowledge related to homelessness in the geographic area. Response should include actual examples of one or more workgroup and the persons that are involved.

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

1D-1 Describe the specific ranking and selection process the CoC uses based on objective criteria to make decisions regarding project application review and selection. Written documentation of this process must be attached to the application along with evidence of making the information publicly available.

In the textbox provided, describe the specific ranking and selection process that was used to review project applications, including the specific and objective rating and selection criteria that were used.

To receive maximum points for this question, the Collaborative Applicant must also attach written documentation of the process. The documentation should include evidence of how the CoC made the information publicly available (i.e., posted on website).

1D-2 Describe how the CoC reviews and ranks projects using periodically collected data reported by projects, conducts analysis to determine each project's effectiveness that results in participants rapid return to permanent housing, and takes into account the severity of barriers faced by project participants. Description should include the specific data elements and metrics that are reviewed to do this analysis.

T In the textbox provided, describe the specific data elements and metrics that are used to review and rank projects including time frame, data source, the specific performance measures, and how often the data is reviewed. The response must also specify how each of the data sources allows the CoC to analyze the extent to which each project has resulted in participants' rapid return to permanent housing and must demonstrate how the severity of barriers faced by project participants are taken into account.

1D-3 Describe the extent in which the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions.

In the textbox provided, describe the extent to which the CoC is open to proposals from entities that have not received fund in prior Homeless Assistance Grants competitions. The only new projects allowed for consideration under the FY 2013-FY 2014 CoC Program Competition NOFA are new reallocated permanent housing (PSH or RRH) project. The Collaborative Applicant's response should describe the specific process used in FY 2013 to consider proposals for new projects using reallocated funds *or* the general process that has been established by the CoC.

1D-4 On what date did the CoC post on its website all parts of the CoC Consolidated Application, including the Priority Listings with ranking information, and notified project applicants and stakeholders the information was available? Written documentation of this notification process (e.g., evidence of the website where this information is published) must be attached to the application.

The CoC Program interim rule requires that CoCs design, operate, and follow a collaborative process for the development of applications in response the NOFA. FY 2013-FY 2014 CoC Program Competition NOFA requires that Collaborative Applicants provide evidence that the CoC provided direct notification to all project applicants–no later than 15 days before the application submission deadline–of whether their project application was rejected or accepted. HUD also expects this information to be made publicly available on the CoCs website (or the website of another entity within the CoC) in a reasonable timeframe to allow for project applicants that believe they were denied the opportunity to participate in the CoCs process in a reasonable manner to appeal the CoCs decision to HUD.

The Collaborative Applicant must enter the date that the CoC made this information available on a website within the CoC. Evidence of this posting must be attached to the FY 2013/FY 2014 CoC Application.

1D-5 If there were changes made to the ranking after the date above, what date was the final ranking posted?

In the event that a project applicant was able to appeal the CoCs initial ranking decision and the CoC made changes based on this appeal, indicate the date in which the revised ranking information was posted and made available.

1D-6 Did the CoC attach the final GIW approved by HUD either during CoC Registration or, if applicable, during the 7-day grace period following the publication of the CoC Program NOFA without making changes?

The Collaborative Applicant must attach to the FY 2013/FY 2014 CoC Application the final HUD-approved GIW which was either approved during CoC Registration or, if applicable, during the 7-day grace period following the publication of the FY 2013-FY 2014 CoC Program Competition NOFA. The CoC's FY 2013 ARD will be based off of the final HUD-approved GIW. The Collaborative Applicant should only select yes to question 1D-6 if the version that is attached to the FY 2013/FY 2014 CoC Application is **identical** to the final HUD-approved GIW.

No points will be awarded to CoCs that attach a GIW that is not consistent with the final HUD-approved GIW.

1D-6.1 If no, describe each of the specific changes that were made to the GIW (without HUD approval) including any addition or removal of projects, revisions to line item amounts, etc. For any projects that were revised, added, or removed, identify the applicant name, project name, and grant number.

Accurate Grant Inventory Worksheets (GIW) are necessary for HUD to determine the final Annual Renewal Demand (ARD) amount for each CoC and, therefore, be able to determine the total ARD for the CoC Program competition in a given year. CoCs must ensure that the information provided on the FY 2013 GIW is as accurate as possible in the timeframes provided by HUD and should not make additional revisions that affect the CoC's FY 2013 ARD after receiving final approval from HUD. If the CoC made **any** changes to the final HUD-approved FY 2013 GIW (that which was approved during FY 2013 CoC Registration or, if applicable, during the 7-day grace period following the publication of the FY 2013-FY 2014 CoC Program Competition NOFA), the Collaborative Applicant must describe those specific changes in the text box provided for question 1D-6.1. The description must include the specific changes that were made and provide the applicant name, project name, and grant number for those affected.

1D-7 Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the last 12 months?

The Collaborative Applicant must indicate whether the CoC received any written complaints from any entity related to the project review and selection process or other items related to 24 CFR 578.7 (Responsibilities of the Continuum of Care) or 24 578.9 (Preparing an application for funds) within the 12 months before the FY 2013-FY 2014 CoC Program Competition submission deadline. If the Collaborative Applicant selects "No," indicating that no complaints were received by the CoC as described above, but the local HUD CPD field office or HUD Headquarters is aware of complaints that the CoC received but failed to report, HUD will not award the CoC any points for this section.

1D-7.1 If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved.

In the event the CoC did receive complaints, the Collaborative Applicant must address whether the complaints were resolved in a manner that was satisfactory and without retaliation to the entity who lodged the compliant. If the Collaborative Applicant selected "Yes" to question ID-7, it must provide a description of each complaint, how it was resolved, and the date in which it was resolved. If the Collaborative Applicant selected "No" to question **1D-7**, it may enter "Not Applicable" in the textbox provided.

1E. Continuum of Care (CoC) Housing Inventory

1E-1 Did the CoC submit the 2013 HIC data in the HDX by April 30, 2013?

CoCs were required to conduct a Housing Inventory Count on a day during the last 10 days of January and submit that data into the Homelessness Data Exchange (HDX) by the April 30, 2013, submission deadline.

The Collaborative Applicant must indicate whether the CoC submitted the 2013 HIC data in HDX by April 30, 2013. CoCs that did not submit the 2013 HIC data into the HDX by the required deadline will receive zero points. HUD will verify the response to this question with actual data from the HDX. If a Collaborative Applicant responds "yes" to this question and HUD determines this is not accurate, the CoC will receive zero points.

CoC Application: Part II

2A. Homeless Management Information System (HMIS) Implementation

2A-1 Describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule and in conformance with the 2010 HMIS Data Standards and related HUD Notices.

A Homeless Management Information System (HMIS) is the information system designated by the CoC to comply with the requirements of the CoC Program interim rule at 24 CFR 578 and other requirements established by HUD. At this time, the only other HUD published requirements are the HMIS Data Standards published in March 2010 which allow for the collection of standardized client and project-level data on homeless service usage among projects within a community and across all communities.

The Collaborative Applicant must describe how the CoC ensures that the HMIS is administered in compliance with the CoC Program interim rule and conformance with the 2010 HMIS Data Standards, including how it coordinates with the HMIS Lead.

2A-2 Does the governance charter in place between the CoC and the HMIS Lead include the most current HMIS requirements and outline the roles and responsibilities of the CoC and the HMIS Lead? If yes, a copy must be attached.

The Collaborative Applicant must indicate whether there is currently a governance charter in place between that is developed in consultation with the HMIS Lead and that incorporates all policies and procedures necessary for compliance with the HMIS requirements in the CoC Program interim rule, the 2010 HMIS Data Standards, and any local HMIS requirements. The Collaborative Applicant should only select "Yes" to question **2A-2** if the governance charter--

1. Is updated annually;

2. Includes all policies and procedures necessary to comply with the HMIS requirements in the CoC Program interim rule, the 2010 HMIS Data Standards, and any local HMIS requirements; **and**

3. Clearly outlines the roles and responsibilities of the CoC and HMIS Lead.

In order to receive credit for question 2A-2 where the Collaborative Applicant selected "Yes," a copy of the governance charter must also be attached to the FY 2013/FY 2014 CoC Application. For those CoCs that incorporate the HMIS policies and procedures into their governance by reference, a copy of the referenced document must also be attached. No points will be awarded to CoCs that do not have a governance charter between the CoC, the Collaborative Applicant, and the HMIS Lead currently in place.

2A-3 For each of the following plans, describe the extent in which it has been developed by the HMIS Lead and the frequency in which the CoC has reviewed it: Privacy Plan, Security Plan, and Data Quality Plan.

CoCs are expected to review, revise, and approve the following plans that should be developed by the HMIS Lead**.**

- Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking.

- Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.

- Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS.

The response should include the date in which each of the plans were developed and promulgated to users throughout the CoC **and** how frequently each plan is reviewed and updated by the CoC.

2A-4 What is the name of the HMIS software selected by the CoC and the HMIS Lead?

In the textbox provided, enter the name of the HMIS software selected and used by the CoC (e.g., ABC Software).

2A-5 What is the name of the HMIS vendor?

In the textbox provided, enter the name of the HMIS vendor (e.g., ESG Systems) used by the CoC.

2A-6 Does the CoC plan to change the HMIS software within the next 18 months?

From the drop-down menu, the Collaborative Applicant must indicate whether the CoC plans to change the HMIS software (from what is listed for question 2A-4) within the next 18 months.

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

2B-1 Select the HMIS implementation coverage area:

An HMIS may cover a single CoC, multiple CoCs, or cover an entire state. The Collaborative Applicant must indicate which of these options best reflects the coverage area for the CoC's HMIS:

- **Single CoC:** The HMIS implementation is limited to a single CoC, but is not a statewide implementation.

- **Regional (multiple CoCs):** The HMIS implementation is designated by two or more CoCs, but is not a statewide implementation. This may include Balance of State Continuums of Care.

- **Statewide:** The HMIS implementation is designated by all CoCs within a State. A statewide implementation may be comprised of one or more CoCs.

2B-2 Select the CoC(s) covered by the HMIS:

The Collaborative Applicant must select each of the CoCs that are covered by the HMIS implementation.

2B-3 In the chart below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

Since other HUD-funded programs, federal agencies, State and local governments require the use of HMIS, the CoC and HMIS Lead should access funding from other sources to provide for any additional users and the requirements that they need and to ensure accuracy of information entered into the HMIS.

For each of the funding categories, the Collaborative Applicant, working with the CoC and the HMIS Lead, must identify the total value of funding that contributes to the total HMIS budget. Maximum points will be given to CoCs that are able to demonstrate that at least 25 percent of the HMIS budget–beyond what is counted towards match requirements is supported through non-CoC Program funding sources. If the total value of funding for a particular funding category is $0, the Collaborative Applicant must enter "0" in the associated field in *e-snaps*.

2B-4 How was the HMIS Lead selected by the CoC?

Per 24 CFR 578.7(b)(2), the CoC must designate an eligible applicant to manage the CoC's HMIS, known as the HMIS Lead.

From the drop-down menu, the Collaborative Applicant must select whether the HMIS Lead volunteered, was appointed, applied, or if the selection was made in an "other" manner. If other, the Collaborative Applicant must provide a brief description in question 2B-4.1.

2C. Homeless Management Information System (HMIS) Bed Coverage

2C-1 Indicate the HMIS bed coverage rate (%) for each housing type within the CoC. If a particular housing type does not exist anywhere within the CoC, select "Housing type does not exist in CoC" from the drop-down menu:

The CoC will be assessed on the bed coverage rate for each of the following housing types: emergency shelter; Safe Haven; transitional housing; rapid re-housing; and permanent supportive housing. HUD will score CoCs to the extent that records reflect 86 percent or higher for the bed coverage rate. The bed coverage rate is the number of HMIS participating beds divided by the total number of year-round beds dedicated to homeless individuals and families in the geographic area covered by the CoC. Beds funded by victim service providers must not be included in this calculation.

The Collaborative Applicant must first calculate the rate for each housing type by dividing the total number of year-round beds entered in HMIS-participating programs by the total number of year-round beds in the CoC, after excluding beds in domestic violence (DV) programs. HMIS bed coverage rates must be calculated separately for emergency shelters, Safe Haven, transitional housing, rapid re-housing, and permanent supportive housing.

Figure 1: Formula for Calculating Your HMIS Bed Coverage

Please note that HMIS bed coverage rates and occupancy or utilization rates are not the same. HMIS Bed coverage calculations indicate what proportion of year-round beds are included in your HMIS. The goal is to have all year-round beds included in your HMIS (or a 100 percent HMIS bed coverage rate). By contrast, occupancy or utilization rates indicate what proportion of beds is utilized by homeless persons on a given day.

After the applicant has calculated the HMIS bed coverage rate for each housing type in the CoC, the applicant must select the range from the drop-down menu that most accurately reflects the CoC's HMIS bed coverage rate, for each housing type. If a particular housing type does not exist anywhere within the CoC's geographic area, select "Housing type does not exist in the CoC" from the drop-down menu. If a housing type does exist but few or no beds are participating in HMIS, select "0-50%." The ranges included in the drop-down selections for each type of shelter or housing are: 0-50 %, 51-64 %, 65-75%, 76-85%, and 86+%.

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

From the drop-down menu, select the frequency that best reflects how often the CoC currently reviews or assesses the HMIS bed coverage in its geographic area for all housing types.

2C-3 If the bed coverage rate for any housing type is 64% or below, describe how the CoC plans to increase this percentage over the next 12 months:

If either 0-50% or 51-64% was selected from the drop-down menu for any housing type, the Collaborative Applicant must describe what specific steps the CoC will take over the next 12 months to increase this rate. The response must address each housing type where the bed coverage is currently 64% or below.

2C-4 If the Collaborative Applicant indicated that the bed coverage rate for any housing type was 64% or below in the FY2012 CoC Application, describe the specific steps the CoC has taken to increase this percentage.

In the FY 2012 CoC Application, if a CoC's bed coverage rate for any housing type was 64% or less, the Collaborative Applicant was required to describe what steps the CoC would take over the next 12 months to increase this percentage. If applicable, the Collaborative Applicant now must describe what steps the CoC has actually taken to increase this percentage. If the rate has not increased above 64%, describe the barriers that are preventing the CoC from increasing bed coverage for the housing types that are affected.

If the CoC's bed coverage rate was not 64% or below for any housing type in FY 2012, the Collaborative Applicant may write "not applicable" in the narrative box.

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

2D-1 For each housing type, indicate the average length of time project participants remain in housing. If a housing type does not exist in the CoC, enter "0."

Based on HMIS data for each housing type within the CoC, the Collaborative Applicant must indicate the average length of time in which project participants remain in the program. For emergency shelter, the Collaborative Applicant must enter the average number of *days;* for all other housing types, enter the average number of *months.* If a housing type does not exist within the CoC, enter "0."

2D-2 Indicate the percentage of unduplicated client records with null or missing values on a day during the last 10 days of January 2013 for each Universal Data Element listed below.

The CoC must report the percentage of unduplicated client records with null or missing values for the Universal Data Elements on a single day, as selected by the CoC, within the last 10 days of January 2013. To calculate the percent of records with null or missing values, use the following guidance:

- **Records with no values (%):** Calculate the percent of records with no values by dividing the number of missing or null records by the total number of active records in CoC's HMIS for each Universal Data Element listed below.

- **Records where value is refused or unknown (%):** Calculate the percent of records where a client refused to answer the question or did not know the response by dividing the number of such records by the total number of active records in the CoC's HMIS for each Universal Data Element listed below.

  - **For Universal Data Elements–SSN, DOB, Ethnicity, Race, Gender, and Name**: Calculate the percent of records with no values for the data element by dividing the number of missing or null records for that data element by the **total number of new clients** entered in the CoC's HMIS on a day during the last 10 days of January 2013. Calculate the percent of records where a client refused to answer or did not know the response to the request for the data element by dividing the number of such records by the total number of new clients entered in the CoC's HMIS on a day during the last 10 days of January 2013.

  - **For Universal Data Elements–Veteran Status and Disabling Condition:** Calculate the percent of records with no values for the data element by dividing the number of missing or null records for that data element by the **total number of adult (age 18 or older) clients** in the CoC's HMIS on a day during the last 10 days of January 2013. Calculate the percent of records where a client refused to answer or did not know the response to the request for the data element by dividing the number of such records by the total number of ADULT clients (age 18 or older) in the CoC's HMIS.

  - **For Universal Data Elements–Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, and Head of Household:** Calculate the percent of records with no values for the data element by dividing the number of missing or null records for that data element by the **total number of adult (age 18 or older) or unaccompanied youth** in the CoC's HMIS on a day during the last 10 days of January 2013. Calculate the percent of records where a client refused to answer or did not know the response to the request for the data element by dividing the number of such records by the total number of adult (age 18 or older) or unaccompanied youth in the CoC's HMIS.

2D-3 Describe the extent in which HMIS generated data is used to generate HUD required reports (e.g., APR, CAPER, etc.).

There are various reports that HUD requires CoCs and recipients of CoC Program and ESG funding to prepare and submit including, but not limited to, the Annual Performance Report (APR) and the Consolidated Annual Performance and Evaluation Report (CAPER).

The Collaborative Applicant must describe the extent to which the HMIS is able to generate such reports and indicate the specific reporting requirements that are fulfilled using HMIS generated data.

2D-4 How frequently does the CoC review the data quality in the HMIS of program level data?

From the drop-down menu, the Collaborative Applicant must select the frequency in which the CoC currently reviews the quality of program-level data to identify data quality issues such as data not being entered by an agency in over 14 days or missing client exit dates.

2D-5 Describe the process through which the CoC works with the HMIS Lead to assess data quality. Include how the CoC and HMIS Lead collaborate, and how the CoC works with organizations that have data quality challenges.

HUD expects CoCs to work in collaboration with the HMIS Lead to assess data quality.

The Collaborative Applicant must describe the specific ways in which the CoC and HMIS Lead collaborate in order to assess–and subsequently improve–program-level and client-level data quality. The response must also address how the CoC and HMIS Lead work with participating organizations that have challenges with their data quality.

2D-6 How frequently does the CoC review the data quality in the HMIS for client-level data?

From the drop-down menu, the Collaborative Applicant must select the frequency in which the CoC currently reviews the quality of client-level data to identify data quality missing birth dates, gender, or race.

2E. Homeless Management Information System (HMIS) Data Usage and Coordination

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2E-1 Indicate the frequency in which the CoC uses HMIS data for each of the following activities:

For each of the activities listed, the Collaborative Applicant must select the frequency in which the CoC uses HMIS data.

- **Measuring the performance of participating housing and service providers:** Involves using HMIS to evaluate program or system-level performance, focusing on client-level outcomes, or measurable changes in the well-being of homeless clients.

- **Using data for program management:** involves using HMIS data for grant administration, reporting, staff supervision, or to manage other program activities.

- **Integration of HMIS data with data from mainstream resources:** Involves merging the HMIS data with other mainstream systems such as foster care, welfare, educational, or correctional systems.

- **Integration of HMIS data with other Federal partners (i.e., HHS, VA, etc.):** Involves integration of HMIS data with data with other federal partners

2F. Homeless Management Information System (HMIS) Policies and Procedures

2F-1 Does the CoC have a HMIS Policy and Procedures Manual? If yes, the HMIS Policy and Procedures Manual must be attached.

HUD expects CoCs to establish local policies and procedures through the development of a HMIS Policies and Procedures Manual, which detail the policies, procedures, guidelines, and standards that govern operations of a CoC's HMIS for both the HMIS Lead and the Contributing HMIS Organizations (CHOs). This manual should outline the roles and responsibilities of all agencies and persons with access to the HMIS data and outline how HMIS data is secured and protected.

The Collaborative Applicant must indicate whether it has developed an HMIS Policies and Procedures Manual. This may be as a stand-alone document or be incorporated into the CoC's governance charter. If the Collaborative Applicant responds "Yes" to this question, it must attach the document to the FY 2013/FY 2014 CoC Application in the "Attachments" section.

2F-1.1 What page(s) of the HMIS Policy and Procedures Manual or governance charter includes the information regarding accuracy of capturing participant entry and exit dates in HMIS?

HUD expects CoCs to have in place policies and procedures to ensure that valid program entry and exit dates are recorded in the HMIS. Program entry and exit dates should be recorded upon any program entry or exit on all participants. Entry dates should record the first day of service or program entry with a new program entry date for each period/episode of service. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter or the last day a service was provided.

The Collaborative Applicant must indicate what page(s) such a policy can be found in the HMIS Policy and Procedures Manual or the governance charter, both of which should be attached to the FY 2013/FY 2014 CoC Application in the "Attachments" section.

2F-2 Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?

From the drop-down menu, the Collaborative Applicant must select whether there are agreements currently in place that outline the roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs).

2G. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count

2G-1 Indicate the date of the most recent sheltered Point-in-Time count (mm/dd/yyyy):

The purpose of the sheltered Point-in-Time (PIT) count is to further understand the number and characteristics of people sleeping in shelter and residing in transitional housing. Beginning in 2012, CoCs were required to conduct a sheltered PIT count annually. The Collaborative Applicant must indicate the date of the CoCs most recent *sheltered* PIT count.

2G-2 If the CoC conducted the sheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD?

If the sheltered PIT count was not conducted during the last 10 days of January the CoC must have received an exception from HUD. Collaborative Applicants for CoCs that conducted the sheltered PIT count outside of the last 10 days of January must select "Yes" or "No" to whether the CoC received an exception. All other CoCs must select "Not Applicable."

2G-3 Enter the date the CoC submitted the sheltered point-in-time count data in HDX:

CoCs were required to submit the data that was collected during the sheltered PIT count into the HUD Homelessness Data Exchange (HDX) by April 30, 2013. Indicate the date on which the CoC submitted data to the HDX for the sheltered PIT count.

2G-4 Indicate the percentage of homeless service providers supplying sheltered point-in-time count data:

In the chart provided, the Collaborative Applicant must enter the percentage of the emergency shelter, transitional housing, and safe haven providers that participated in the most recent PIT count

- **Observation**: Provide the percentage of the sheltered PIT count that was conducted by observing the number of participants in the shelters/housing.

- **Provider Shelter:** Provide the percentage of the sheltered PIT count that was conducted through the use of a survey, such as completing a spreadsheet designed by the CoC that captured the total number of persons, beds available, beds used, etc.

- **Client Interview:** Provide the percentage of the sheltered PIT count that was conducted by interviewing the participants that are in the shelter/housing.

- **HMIS:** Provide the percentage of the sheltered PIT count that was gathered only through the HMIS system.

2G-5 Comparing the 2012 and 2013 sheltered point-in-time counts, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change.

In the narrative box provided, compare and describe the differences between the CoC's 2012 and 2013 sheltered PIT counts. The response must first compare the total number of persons counted during the sheltered PIT count. The comparison must be based on the final data approved in HDX, which HUD used for public reporting. The CoC will automatically receive no credit for this question if the information provided here does not match exactly with what is in the HDX.

Next, specifically explain any factors that might have resulted in an increase, decrease, or no change in the sheltered count. CoCs demonstrating an overall decrease between 2012 and 2013 will receive maximum points. HUD will compare information provided by the Collaborative Applicant in the FY 2013/FY 2014 CoC Application with the final data submitted and approved in the HDX, which HUD used for public reporting.

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

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2H-1 Indicate the method(s) used to count sheltered homeless persons during the 2013 point-in-time count.

Accuracy of the data reported in the sheltered PIT count is vital. Data produced from these counts must be based on reliable methods.

 select which method(s) the CoC used to conduct the 2013 sheltered PIT count. The Collaborative Applicant must choose from the following options and select all that apply:

- **Survey providers:** Providers counted the total number of clients residing in each program on the night designated as the PIT count.

- **HMIS:** The CoC used HMIS to complete the PIT sheltered count.

- **Extrapolation:** The CoC used extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.

- **Other:** The CoC used a method other than the ones identified that is consistent with the guidelines in "A Guide for Counting Sheltered Homeless People."

For more information on these methods, see: "A Guide for Counting Sheltered Homeless People" at https://www.onecpd.info/resources/documents/counting_sheltered.pdf.

2H-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question 2H-1, provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the sheltered PIT count.

2H-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate.

In the narrative box provided, describe how each method selected in **2H-1** was used to ensure that the data collected on the sheltered homeless population during the 2013 PIT count was accurate. Each method selected must be described individually; therefore it is recommended that the Collaborative Applicant use the following example to describe each selection:

Example:

1. Name of Method selected: provide description of how method was used.

2I. Continuum of Care (CoC) Sheltered Homeless Point-in-Time (PIT) Count: Data Collection

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2I-1 Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

CoCs are required to collect and produce data on six subpopulations: chronically homeless; severely mentally ill; chronic substance abuse; veterans; persons with HIV/AIDS; and victims of domestic violence. CoCs may use a variety of methods to collect and produce subpopulation information on sheltered homeless persons and may employ more than one in order to produce the most accurate data.

For question 2I-1select which method(s) the CoC used to collect subpopulation data on sheltered homeless persons during the most recent PIT count. The Collaborative Applicant must choose from the following options and select all that apply:

- **HMIS:** The CoC used HMIS to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data.

- **HMIS data plus extrapolation:** The CoC used HMIS data and extrapolation techniques to estimate the number and subpopulation characteristics of sheltered homeless persons in the CoC. Extrapolation techniques accounted for missing HMIS data and the CoC completed HUD's Extrapolation Tool.

- **Sample of PIT interviews plus extrapolation:** The CoC conducted interviews with a random or stratified sample of sheltered homeless adults and unaccompanied youth to gather subpopulation information. The results from the interviews were extrapolated to the entire sheltered homeless population to provide statistically reliable subpopulation estimates for all sheltered persons. The CoC completed the appropriate HUD Sample Strategy Tool.

    - **Sample Strategy:** If the CoC selected "Sample of PIT interviews plus extrapolation," it must next choose the sample strategy that was used.

        o **Random Sample:** The CoC interviewed a random sample of people residing at each sheltered homeless project on the night designated for the PIT count. For example, the CoC systematically interviewed–every third or every fifth person from each project.

        o **Stratified Sample:** The CoC interviewed all homeless clients living at a sample of sheltered programs on the night designated for the PIT count. The CoC divided sheltered providers into groups that serve particular subpopulations, such as shelters that serve victims of domestic violence or shelters that serve primarily persons with chronic substance abuse. At least one provider in each provider type group (e.g., at least one domestic violence shelter) was sampled to ensure that all providers serving the various subpopulations are represented.

- **Provider Expertise:** Providers reported on subpopulation data based on their expertise working with particular subpopulations.

- **Interviews:** The CoC conducted interviews with **every** homeless person staying in an emergency shelter or transitional housing program on the night designated for the PIT count.

- **Non-HMIS client level information:** Providers used individual client records (e.g., case management files) to provide the CoC with subpopulation data for each adult and unaccompanied youth living in a sheltered program on the night designated for the PIT count.

- **Other:** The CoC used a method other than the ones identified that is consistent with the guidelines in: "A Guide for Counting Sheltered Homeless People."

2I-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question **2I-1**, provide a description of the other method. The description must demonstrate how it is a reliable method and consistent with HUD guidance on collecting subpopulations of sheltered homeless persons during the sheltered PIT count.

2I-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population count during the 2013 point-in-time count was accurate.

In the narrative box provided, describe how each method selected was used to collect and produce subpopulation data on the sheltered homeless population during the 2013 PIT count. Each method selected must be described individually; therefore it is recommended that the Collaborative Applicant use the following example to describe each selection:

Example:

1. Name of Method selected: provide description of how method was used.

2J. Continuum of Care (CoC) Sheltered Homeless Point-in-Time Count: Data Quality

2J-1 Indicate the methods used to ensure the quality of the data collected during the sheltered point-in-time count:

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and Office of Management and Budget with information regarding services provided, gaps in service, performance, and to inform Congress' funding decisions. Therefore, it is vital that the data reported is accurate and of high quality. CoCs may undertake one or more actions to improve the quality of the sheltered population and subpopulation data.

For question 2J-1, select which method(s) the CoC used to ensure a high quality of data collected on sheltered homeless persons during the most recent PIT count. The Collaborative Applicant must choose from the following options and select all that apply:

- **Training:** The CoC trained providers on the protocol and data collection forms used to complete the sheltered PIT count.

- **Follow-up:** The CoC reminded providers about the sheltered PIT count and followed up with providers to ensure the maximum possible response rate from all programs.

- **HMIS:** The CoC used HMIS to verify data collected from providers for the sheltered PIT count.

- **Non-HMIS De-duplication techniques:** The CoC used strategies to ensure that each sheltered homeless person was not counted more than once during the sheltered PIT count, that did not use HMIS.

- **Other:** The CoC used a method other than the ones identified that is consistent with the guidelines in: "A Guide for Counting Sheltered Homeless People."

2J-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question **2J-1**, provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on ensuring data quality of data collected during the sheltered PIT count.

2J-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the sheltered homeless population during the 2013 point-in-time count was accurate.

In the narrative box provided, describe how each method selected was used to ensure high quality of the data collected on the sheltered homeless population during the 2013 sheltered PIT count. Each method selected must be described individually; therefore it is recommended that the Collaborative Applicant use the following example to describe each selection:

Example:

1. Name of Method selected: provide description of how method was used.

2K. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count

2K-1 Indicate the date of the most recent unsheltered point-in-time count (mm/dd/yyyy):

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2013.

For question 2K-1, indicate the date of the CoCs most recent unsheltered PIT count.

2K-2 If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2013, was an exception granted by HUD?

If the unsheltered PIT count was not conducted during the last 10 days of January the CoC must have received an exception from HUD. Collaborative Applicants for CoCs that conducted the unsheltered PIT count outside of the last 10 days of January should select "Yes" or "No" to whether the CoC received an exception from HUD. All other CoCs must select "Not Applicable."

2K-3 Enter the date the CoC submitted the unsheltered point-in-time count data in HDX:

CoCs were required to submit the data that was collected during the unsheltered PIT count into the HUD Homelessness Data Exchange (HDX) by April 30, 2013. For question 2K-3, indicate the date on which the CoC submitted data to the HDX for the unsheltered PIT count.

2K-4 Comparing the 2013 unsheltered point-in-time count to the last unsheltered point-in-time count, indicate if there was an increase, decrease, or no change and then describe the reason(s) for the increase, decrease, or no change.

In the narrative box provided, compare and describe the differences between the CoC's 2013 unsheltered PIT count to its last unsheltered PIT count (either 2012 or 2011). The response must first indicate what years it is comparing (2012 vs. 2013 or 2011 vs. 2013).

Next, compare the total number of persons counted during the unsheltered PIT count. The comparison should be based on the final data approved in HDX, which HUD used for public reporting. The CoC will automatically receive no credit for this question if the information provided here does not match exactly with what is in the HDX.

Finally, the response must specifically explain any factors that may have resulted in an increase, decrease, or no change in the unsheltered count. CoCs demonstrating an overall decrease in the number of unsheltered persons between 2013 and the last unsheltered PIT count will receive maximum points. HUD will compare information provided by the Collaborative Applicant in the FY 2013/FY 2014 CoC Application with the final data submitted and approved in the HDX, which HUD used for public reporting.

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

2L-1 Indicate the methods used to count unsheltered homeless persons during the 2013 point-in-time count:

Data produced from PIT counts must be based on reliable methods and not on "guesstimates." CoCs may use one or more methods to count unsheltered homeless persons.

For question 2L-1, select which method(s) the CoC used to conduct the 2013 unsheltered PIT count. The Collaborative Applicant must choose from the following options and select all that apply:

- **Public places count:** The CoC conducted a PIT count based on observation of unsheltered homeless persons, but without interviews.

- **Public places count with interviews on the night of the count:** The CoC conducted a PIT count and either interviewed all unsheltered homeless persons encountered during the public places count or a sample of these individuals.

- **Public places count with interviews at a later date:** The CoC conducted a PIT count during the last 10 days of January 2013 and then conducted interviews with unsheltered homeless persons at a later time.

- **Service-based count:** The CoC interviewed people using non-shelter services, such as soup kitchens and drop-in centers, screened for homelessness, and counted those that self-identified as unsheltered homeless persons. In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where they were sleeping on the night of the most recent PIT count.

- **HMIS:** The CoC used HMIS in some way to collect, analyze, or report data on unsheltered homeless persons. For example, the CoC entered respondent information into HMIS in an effort to check personal identifying information to deduplicate and ensure persons were not counted twice.

- **Other:** The CoC used a method other than the ones identified that is consistent with the guidelines in: "A Guide for Counting Unsheltered Homeless People."

For more information on these methods, see: "A Guide for Counting Unsheltered Homeless People" at https://www.onecpd.info/resources/documents/counting_unsheltered.pdf

2L-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question **2L-1**, provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the unsheltered PIT count.

2L-3 For each method selected, including other, describe how the method was used to ensure that the data collected on the unsheltered homeless population during the 2013 point-in-time count was accurate.

In the narrative box provided, describe how each method was used to ensure the accuracy of the data collected on the unsheltered homeless population during the 2013 unsheltered PIT count. Each method selected must be described individually; therefore it is recommended that the Collaborative Applicant use the following example to describe each selection:

Example:

1. Name of Method selected: provide description of how method was used.

2M. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Level of Coverage

2M-1 Indicate where the CoC located unsheltered homeless persons during the 2013 point-in-time count:

CoCs may employ numerous approaches when counting unsheltered homeless persons. This may include canvassing an entire area or only known locations where homeless persons are known to sleep.

The Collaborative Applicant must select for the following options, the level of coverage that most accurately reflects that which was used by the CoCs during the 2013 unsheltered PIT count.

- **Complete coverage:** Canvassing an entire centralized area, like an entire downtown area.

- **Known locations:** Canvassing only those locations where homeless persons are known to live, sleep and congregate.

- **Non-shelter services:** Services that unsheltered homeless people typically use (i.e., soup kitchens or healthcare centers).

- **A Combination of Locations:** Level of coverage included a combination of the various locations listed above.

- **Other:** The CoC incorporated a level of coverage of the 2013 unsheltered PIT count other than the options listed above.

2M-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question **2M-1**, provide a description of the other level of coverage. The description must demonstrate how the level of coverage was sufficient and consistent with HUD guidance on conducting the unsheltered PIT count.

2N. Continuum of Care (CoC) Unsheltered Homeless Point-in-Time Count: Data Quality

2N-1 Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2013 unsheltered population count:

Critical to ensuring the data quality of the unsheltered PIT count is engaging in activities to reduce the occurrence of counting unsheltered homeless persons more than once during a PIT count. These strategies are known as deduplication techniques. Deduplication techniques should always be implemented when the PIT count extends beyond 1 night or takes place during the day at service locations used by homeless people that might or might not use shelters.

For question 2N-1, select which steps the CoC used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2013 PIT count. The Collaborative Applicant must choose from the following options and select all that apply:

- **Training:** The CoC conducted trainings(s) for PIT enumerators or CoC staff.

- **"Blitz' Count:** The CoC used a "blitz" approach, or a 1 night count done on the same night as the sheltered count and when shelters are closed, in the areas where unsheltered persons normally congregate.

- **Unique Identifier:** The CoC used a unique identifier, such as a date of birth, first and last name, or gender, assigned to unsheltered homeless persons to ensure accuracy of data collected.

- **Survey Question:** The CoC asked specific survey question(s) of each participant, including asking them if they have already been interviewed, to ensure accuracy of data collected.

- **Enumerator Observation:** The enumerator(s) recorded observations of unsheltered homeless that assisted in ensuring the data quality.

- **Other:** The CoC used a strategy other than the ones identified that is consistent with the guidelines in: A Guide for Counting Unsheltered Homeless People."
https://www.onecpd.info/resources/documents/counting_unsheltered.pdf

2N-2 If other, provide a detailed description.

If the Collaborative Applicant selected 'Other' for question **2N-1**, the Collaborative Applicant must provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the unsheltered PIT count.

2N-3 For each method selected, including other, describe how the method was used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2013 point-in-time count. In order to receive credit for any selection, it must be described here.

In the narrative box provided, describe how each method selected for 2N-1 was used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2013 PIT count. Each method selected must be described individually; therefore it is recommended that the Collaborative Applicant use the following example to describe each selection:

Example:

1. Name of Method selected: provide description of how method was used.

CoC Application: Part III

3A-1 Continuum of Care (CoC) Performance and Strategic Planning Objectives: Objective 1: Increase Progress Towards Ending Chronic Homelessness

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Applications submitted to HUD for the FY 2013-FY 2014 CoC Program Competition will be evaluated in part based on the extent to which CoCs further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP)*. Creating new dedicated permanent supportive housing beds is only one way to increase progress towards ending homelessness for chronically homeless persons.

The Collaborative Applicant must complete the table using data from Annual Performance Reports (APR), the HMIS, and the 2013 housing inventory count and using the guidance below.

Important: The data that is entered in the "**2013 Actual Numeric Achievement"** column will be considered the baseline for future competitions and CoCs will be scored based on the information entered here. Further, CoCs will be accountable for meeting the proposed numeric achievements entered in the "**2014 Proposed Numeric Achievement" and "2015 Proposed Numeric Achievement"** columns. Therefore, Collaborative Applicants should enter numeric goals that the CoC can reasonably achieve based on the strategies it plans to implement.

3A-1.1 Objective 1: Increase Progress Towards Ending Chronic Homelessness

3A-1.1a For each year, provide the total number of CoC-funded PSH beds not dedicated for use by the chronically homeless that are available for occupancy.

- *Proposed in 2012 CoC Application* This cell is greyed out for this objective as CoCs were not asked for this information in FY 2012.

- *2013 Actual Numeric Achievement.* Using data from the 2013 HIC enter the **TOTAL** number of CoC-funded PSH beds currently available for occupancy that are **not** dedicated for use by the chronically homeless. For the current year, a CoC-funded PSH bed refers to those permanent supportive housing beds in projects funded under the Shelter Plus Care, Supportive Housing Program, and Section 8 Moderate Rehabilitation SRO programs. For future years, CoC-funded PSH beds will include those funded in projects under the CoC Program.

- *2014 Proposed Numeric Achievement.* Enter the total number of CoC-funded PSH beds that the CoC plans to have available for occupancy in 2014 that will not be dedicated for use by the chronically homeless.

- *2015 Proposed Numeric Achievement.* Enter the total number of CoC-funded PSH beds that the CoC plans to have available for occupancy in 2015 that will not be dedicated for use by the chronically homeless.

3A-1.1b For each year, provide the total number of PSH beds dedicated for use by the chronically homeless.

- *Proposed in 2012 CoC Application.* Using data from the 2012 HIC enter the total number of PSH beds that were reported as dedicated for use by chronically homeless persons. Collaborative Applicants should refer to the 2012 housing inventory count data approved by the CoC in the HDX, which HUD uses for public reporting. Collaborative Applicants were asked to use this number as the baseline for 3A. Objective 1 of the FY 2012 CoC Application.

- *2013 Actual Numeric Achievement.* Using data from the 2013 HIC enter the total number of PSH beds dedicated for use by chronically homeless persons. CoCs should refer to the 2013 housing inventory count data approved by the CoC in the HDX, which HUD uses for public reporting. This number will be compared to the 12-month proposed numeric achievement indicated for 3A. Objective 1 of the FY 2012 CoC Application. HUD will give maximum points to CoCs that have met or exceeded their 12-month goal.

- *2014 Proposed Numeric Achievement.* Enter the total number of PSH beds that the CoC plans to have available for occupancy in 2014 that will be dedicated for use by the chronically homeless. HUD will give points to CoCs where there is a cumulative increase from 2013 to 2015.

- *2015 Proposed Numeric Achievement.* Enter the total number of PSH beds that the CoC plans to have available for occupancy in 2015 that will be dedicated for use by the chronically homeless. HUD will give points to CoCs where there is a cumulative increase from 2013 to 2015

3A-1.1c Total number of PSH beds not dedicated to the chronically homeless that are made available through annual turnover.

- *Proposed in 2012 CoC Application.* This cell is greyed out for this objective as CoCs were not asked for this information in FY 2012.

- *2013 Actual Numeric Achievement.* Using APR and HMIS data, enter the total number of CoC-funded PSH beds not dedicated to the chronically homeless made available in 2013 through annual turnover. This number is for data purposes only and will not be scored. The Collaborative Applicant should determine the annual turnover in all CoC-funded PSH beds. The Collaborative Applicant can derive the number of PSH beds created through turnover subtracting the total number of people served in CoC-funded PSH beds over the 12-month reporting period from the total number of year-round CoC-funded PSH beds in that 12-month reporting period.

   Example: ABC CoC had 7 CoC-funded PSH beds not dedicated to the chronically homeless reported on the 2013 HIC. Based on the APR and HMIS data, the Collaborative Applicant determined that those 7 beds served a total of 10 persons, meaning that there were 3 PSH beds made available through turnover over the course of the year.

   For question 3A-1.1d, enter the percentage of these turnover beds that will be prioritized for use by the chronically homeless.

- *2014 Proposed Numeric Achievement.* Based on historical data and CoC plans for the upcoming year, enter the total number of CoC-funded PSH beds not dedicated to the

chronically homeless the CoC anticipates will be made available in 2014 through annual turnover. This number is for data purposes only and will not be scored.

- *2015 Proposed Numeric Achievement.* Based on historical data and CoC plans for the upcoming year, enter the total number of CoC-funded PSH beds not dedicated to the chronically homeless the CoC anticipates will be made available in 2015 through annual turnover. This number is for data purposes only and will not be scored.

3A-1.1d Indicate the percentage of the CoC-funded PSH beds not dedicated to the chronically homeless made available through annual turnover that will be prioritized for use by the chronically homeless over the course of the year.

- *Proposed in 2012 CoC Application.* This cell is greyed out for this objective as CoCs were not asked for this information in FY 2012.

- *2013 Actual Numeric Achievement.* Using data from the HMIS and APR, enter the percentage of CoC-funded PSH beds not dedicated to the chronically homeless that are made available through annual turnover (as indicated in question 3A-1.1c for 2013) that are prioritized for use by chronically homeless persons. This means that although the bed is not dedicated exclusively for this population, the CoC and/or PSH project recipient prioritizes beds that become available through turnover for use by the chronically homeless. This is a percentage of all CoC-funded PSH beds made available in 2013 through annual turnover. HUD will give maximum points to CoCs that that are already prioritizing chronically homeless persons in at least 85 percent of the CoCs PSH beds made available through annual turnover.

- *2014 Proposed Numeric Achievement.* Based on historical data and the CoCs plan for the upcoming year, enter the proposed percentage of CoC-funded PSH beds not dedicated to the chronically homeless that are made available through annual turnover (as indicated in question 3A-1.1c for 2014) that will be prioritized for use by chronically homeless persons in 2014. HUD will give maximum points to CoCs that propose a rate of 85 percent or greater. For more information, see the FY 2013 CoC Program NOFA. An attachment must be included with the application that identifies which projects awarded in the FY 2013 CoC Program Competition will be accountable for the CoC reaching this goal. HUD will give maximum points to CoCs that indicate that they will increase (or maintain) the percentage of the CoC-funded PSH beds not dedicated for use by chronically homeless to at least 85 percent.

- *2015 Proposed Numeric Achievement.* Based on historical data and the CoCs plan for the upcoming year, enter the proposed percentage of CoC-funded PSH beds not dedicated to the chronically homeless that are made available through annual turnover (as indicated in question 3A-1.1c for 2015) that will be prioritized for use by chronically homeless persons in 2015. HUD will give maximum point to CoCs that propose a rate of 85 percent or greater. For more information, see the FY 2013 CoC Program NOFA. HUD will give maximum points to CoCs that indicate that they will increase (or maintain) the percentage of the CoC's PSH beds not dedicated for use by chronically homeless to at least 85 percent.

3A-1e How many new PSH beds dedicated to chronically homeless persons will be created through reallocation?

- *Proposed in 2012 CoC Application.* This cell is greyed out for this objective as CoCs were not asked for this information in FY 2012.

- *2013 Actual Numeric Achievement.* Enter the number of new PSH beds dedicated to the chronically homeless that will be created through reallocation in the FY 2013 CoC Program Competition. If the CoC does not intend to create new PSH beds dedicated for use by the chronically homeless in FY 2013, enter 0.

- *2014 Proposed Numeric Achievement.* Enter the number of new PSH beds dedicated to the chronically homeless the CoC plans to create through reallocation in the FY 2014 CoC Program Competition. If the CoC does not intend to create new PSH beds dedicated for use by the chronically homeless in FY 2014, enter 0.

- *2015 Proposed Numeric Achievement.* Enter the number of new PSH beds dedicated to the chronically homeless the CoC plans to create through reallocation in the FY 2015 CoC Program Competition. If the CoC does not intend to create new PSH beds dedicated for use by the chronically homeless in FY 2014, enter 0.

3A-1.2 Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.

Based on the information provided in the chart for 3A-1.1, describe the CoC's 2-year plan (2014-2015) to increase the number of permanent supportive housing beds available for the chronically homeless that will allow the CoC to meet the proposed numeric goals as indicated in the table above. The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the chart. Each of the strategies and actions identified must be measurable and achievable in relation to time and resources. To receive maximum points, the Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

31-1.3 Identify by name the individual, organization, or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness.

In the narrative box provided, identify **by name** the individual, organization, and or committee that will be responsible for implementing the goals of increasing the number of permanent supportive housing beds for persons experiencing chronic homelessness. HUD will not award points to CoCs where the Collaborative Applicant simply identifies "the CoC" as the responsible party.

3A-2 Continuum of Care (CoC) Performance and Strategic Planning Objectives: Objective 2: Increase Housing Stability

Applications submitted to HUD for the FY 2013-FY 2014 CoC Program Competition will be evaluated in part based on the extent to which CoCs further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP)*. Achieving housing stability is critical for persons experiencing chronic homelessness.

The Collaborative Applicant must complete the table using data from Annual Performance Reports (APR) and using the guidance below.

Important: The data that is entered in the "**2013 Actual Numeric Achievement"** column will be considered the baseline for future CoC Program competitions and CoCs will be scored based on the information entered here. Further, HUD will expect CoCs to meet the proposed numeric achievements entered in the "**2014 Proposed Numeric Achievement" and "2015 Proposed Numeric Achievement"** columns. Therefore, Collaborative Applicants should only enter numeric goals that the CoC can reasonably achieve based on the strategies it plans to implement.

3A-2.1 Does the CoC have any non-HMIS projects for which an APR should have been submitted between October 1, 2012 and September 30, 2013?

Projects whose operating years expired between July 1, 2012 and June 30, 2013 would have had an APR due during this timeframe.

The Collaborative Applicant should select "Yes" if there are any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC for which an APR should have been submitted between October 1, 2012 and September 30, 2013. Projects whose operating years expired between July 1, 2012 and June 30, 2013 would have had an APR due during this timeframe, since the APR is due within 90 days after the end of the operating year. For this operating year, a CoC-funded non-HMIS project refers to all projects except for HMIS projects funded under the Shelter Plus Care, Supportive Housing Program, and Section 8 Moderate Rehabilitation SRO programs. For future years, CoC-funded projects also will include those projects funded under the CoC Program.

The Collaborative Applicant should select "No" if there are no CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC that should have been submitted between October 1, 2012 and September 30, 2013.

3A-2.2 Objective 2: Increase Housing Stability

3A-2.2a Enter the total number of participants served by all CoC-funded permanent supportive housing projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:

- *2013 Actual Numeric Achievement.* Using data for all CoC-funded permanent supportive housing projects that were required to submit an APR between October 1, 2012 and

September 30, 2013, enter the total number of program participants served. If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC for which an APR should have been submitted between October 1, 2012 and September 30, 2013, enter 0.

- *2014 Proposed Numeric Achievement.* Enter the estimated number of program participants that will be served by all CoC-funded permanent supportive housing projects (including CoC Program projects), as will be reported in APRs submitted between October 1, 2013 and September 30, 2014. If the CoC does not anticipate that it will have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2013 and September 30, 2014, enter 0.

- *2015 Proposed Numeric Achievement.* Enter the estimated number of participants that will be served by all CoC-funded permanent supportive housing projects (including CoC Program projects), as will be reported in APRs submitted between October 1, 2014 and September 30, 2015. If the CoC does not have (nor anticipates having) any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2014 and September 30, 2015, enter 0.

3A-2.2b Enter the total number of participants that remain in CoC-funded funded PSH projects at the end of the operating year PLUS the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination.

- *2013 Actual Numeric Achievement.* Using data for all CoC-funded permanent supportive housing projects that were required to submit an APR between October 1, 2012 and September 30, 2013, enter the total number of participants that achieved housing stability by adding the number of participants that remained at the end of the operating year with the total number that exited from CoC-funded permanent supportive housing to a different permanent housing destination. If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2012 and September 30, 2013, enter 0.

- *2014 Proposed Numeric Achievement.* Enter the estimated number participants that will have remained in in CoC-funded permanent supportive housing **PLUS** the total number of participants that will have exited from all CoC-funded permanent supportive housing to a different permanent housing destination as will be reported in APRs submitted between October 1, 2013 and September 30, 2014. If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2013 and September 30, 2014, enter 0.

- *2015 Proposed Numeric Achievement.* Enter the estimated number participants that will have remained in in CoC-funded permanent supportive housing **PLUS** the total number of participants that will have exited from all CoC-funded permanent supportive housing to a different permanent housing destination as will be reported in APRs submitted between October 1, 2014 and September 30, 2015. If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2014 and September 30, 2015, enter 0.

3A-2.2c Enter the percentage of participants in all CoC-funded projects that will achieve housing stability in an operating year.

- *2013 Actual Numeric Achievement.* Divide the number entered for 3A-2.2b by the number entered in 3A-2.2a for 2013 Actual Numeric Achievement.
  (**3A-2.2c = 3A2.2b/3A-2.2a)**

  If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2012 and September 30, 2013, enter 0.

- *2014 Proposed Numeric Achievement.* Divide the number entered for 3A-2.2b by the number entered in 3A-2.2a for 2014 Proposed Numeric Achievement.
  (**3A-2.2c = 3A2.2b/3A-2.2a)**
  If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2013 and September 30, 2014, enter 0.

- *2015 Proposed Numeric Achievement.* Divide the number entered for 3A-2.2b by the number entered in 3A-2.2a for 2015 Proposed Numeric Achievement.
  (**3A-2.2c = 3A2.2b/3A-2.2a)**

  If the CoC does not have any CoC-funded permanent supportive housing projects within the CoC that will be required to submit an APR between October 1, 2014 and September 30, 2015, enter 0.

3A-2.3 Describe the CoC's two year plan (2014-2015) to improve the housing stability of project participants in CoC Program-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year as well as the number of participants that exited from all CoC-funded permanent supportive housing projects to a different permanent housing destination. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.

Using the information provided in the chart for 3A-2.2, describe the CoC's 2-year plan (2014-2015) to improve the housing stability of project participants in CoC-funded permanent supportive housing projects, as measured by the number of participants remaining at the end of an operating year and the number that exited from all CoC-funded permanent supportive housing projects to a different permanent housing situation. The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the table above. Each of the strategies and actions identified must be measurable and achievable in relation to time and resources. The Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

The HUD goal for this objective is 80 percent. CoCs that are below 80 percent in 2013 should demonstrate steps towards increasing their performance on this objective and CoCs that are already at or above 80 percent should include steps that will allow them to at least maintain current performance.

If the CoC does not have any CoC-funded permanent supportive housing projects the Collaborative Applicant must state that in the narrative box.

3A-2.4 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of housing stability in CoC-funded projects.

In the narrative box provided, identify **by name** the individual, organization, and or committee that will be responsible for implementing the goals of increasing the rate of housing stability in CoC -funded projects. HUD will not award points to CoCs where the Collaborative Applicant simply identifies "the CoC" as the responsible party.

3A-3 Continuum of Care (CoC) Performance and Strategic Planning Objectives: Objective 3: Increase project participants income

Applications submitted to HUD for the FY 2013-FY 2014 CoC Program Competition will be evaluated in part based on the extent to which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).* Assisting program participants to increase income is one way to ensure housing stability and decrease the potential of returning to homelessness.

The Collaborative Applicant must complete the information on this form using data from the CoC's Homeless Management Information System (HMIS), the Annual Performance Report (APR), and using the guidance below.

Important: The data that is entered in the "**2013 Actual Numeric Achievement"** column will be considered the baseline for future CoC Program competitions and CoCs will be scored based on the information entered here. Further, HUD will expect CoCs to meet the proposed numeric achievements entered in the "**2014 Proposed Numeric Achievement" and "2015 Proposed Numeric Achievement"** columns; therefore, Collaborative Applicants should only enter numeric goals that the CoC can reasonably achieve based on the strategies it plans to implement.

3A-3.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:

The Collaborative Applicant must enter the total number of adults who were served in any CoC-funded non-HMIS project as reported on APRs submitted between October 1, 2012 and September 30, 2013. Projects whose operating years expired between July 1, 2012 and June 30, 2013 would have had an APR due during this timeframe. For this operating year, a CoC-funded project refers to those projects (PH, SH, TH, SSO) funded under the Shelter Plus Care, Supportive Housing Program, and Section 8 Moderate Rehabilitation SRO programs. For future years, CoC-funded projects also will include those funded under the CoC Program.

3A-3.2 Objective 3: Increase project participants income

3A-3.2a Enter the percentage of participants in all CoC- funded projects that increased their income from employment from entry date to program exit?

- *2013 Actual Numeric Achievement.* Enter the percentage of participants in all CoC-funded non-HMIS projects (PH, SH, TH, and SSO) that increased their income from employment from entry date to program exit as collected in the CoC's HMIS for projects with an operating end date between July 1, 2012 and June 30, 2013 (APR due dates between October 1, 2012 and September 30, 2013). This includes participants that gained employment after program entry or were already employed at entry but increased employment income by the time of exit. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC with an operating end date between July 1, 2012 and June 30, 2013 (APR due dates between October 1, 2012 and September 30, 2013), enter 0.

- *2014 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC-funded non-HMIS projects (PH, SH, TH, SSO) that will have increased their income from employment from entry date to program exit (including CoC Program projects) as will be collected in the CoC's HMIS for projects with an operating end date between July 1, 2013 and June 30, 2014 (APR due dates between October 1, 2013 and September 30, 2014). This includes participants that gained employment after program entry or were already employed at entry but increased employment income by the time of exit. If the CoC does not have any CoC- funded non-HMIS (PH, SH, TH, SSO) projects within the CoC with an operating end date between July 1, 2013 and June 30, 2014 (APR due dates between October 1, 2013 and September 30, 2014), enter 0.

- *2015 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC-funded non-HMIS projects (PH, SH, TH, SSO) that will have increased their income from employment from entry date to program exit (including CoC Program projects) as will be collected in the CoC's HMIS for projects with an operating end date between July 1, 2014 and June 30, 2015 (APR due dates between October 1, 2014 and September 30, 2015).This includes participants that gained employment after program entry or were already employed at entry but increased employment income by the time of exit. If the CoC does not have any CoC- funded non-HMIS (PH, SH, TH, SSO) projects within the CoC with an operating end date between July 1, 2014 and June 30, 2015 (APR due dates between October 1, 2014 and September 30, 2015), enter 0.

3A-3.2b Enter the percentage of participants in all CoC -funded projects that increased their income from sources <u>other than employment</u> from entry date to program exit?

- *2013 Actual Numeric Achievement.* Enter the percentage of all participants in all CoC-funded non-HMIS projects (PH, SH, TH, SSO) that increased their income from sources other than employment from entry date to program exit as collected in the CoC's HMIS for projects with an operating end date between July 1, 2012 and June 30, 2013 (APR due dates between October 1, 2012 and September 30, 2013).   This includes participants that gained non-employment income after program entry or who had non-employment income at entry and increased it by the time of exit. If the CoC does not have any CoC-funded non-HMIS (PH, TH, SH, SSO) projects within the CoC with an operating end date

between July 1, 2012 and June 30, 2013 (APR due dates between October 1, 2012 and September 30, 2013), enter 0.

- *2014 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC-funded non-HMIS projects (PH, SH, TH, SSO) that will have their income from sources other than employment from entry date to program exit (including CoC Program projects) as will be collected in the CoC's HMIS for projects with an operating end date between July 1, 2013 and June 30, 2014 (APR due dates between October 1, 2013 and September 30, 2014). This includes participants that gained non-employment income after program entry or who had non-employment income at entry and increased it by the time of exit. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC with an operating end date between July 1, 2013 and June 30, 2014 (APR due dates between October 1, 2013 and September 30, 2014), enter 0.

- *2015 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC-funded non-HMIS projects (PH, SH, TH, SSO) that will have increased their income from sources other than employment from entry date to program exit (including CoC Program projects) as will be collected in the CoC's HMIS for projects with an operating end date between July 1, 2014 and June 30, 2015 (APR due dates between October 1, 2014 and September 30, 2015). This includes participants that gained non-employment income after program entry or who had non-employment income at entry and increased it by the time of exit. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC with an operating end date between July 1, 2014 and June 30, 2015 (APR due dates between October 1, 2014 and September 30, 2015), enter 0.

3A-3.3 In the table below, provide the total number of adults that were in CoC-funded projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

For each of the cash income sources listed in the table, the Collaborative Applicant must enter the total number of adults that were in CoC-funded non-HMIS projects with each of the cash income sources identified below, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013 in the column "Number of Participating Adults." After clicking "save," the percentage field will automatically calculate for each field based on the number of participating adults with each income out of the total number of participating adults as entered in 3A-3.1.

3A-3.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC -funded projects that increase their incomes from non-employment sources from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table (3A-3.2) above.

Based on the information provided in the chart for 3A-3.2, describe the CoC's 2-year plan (2014-2015) to increase the percentage of project participants in all CoC-funded non-HMIS projects that increase their incomes from non-employment sources from program entry to program exit. The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the table above. Each of the strategies and

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actions identified must be measurable and achievable in relation to time and resources. The Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

The HUD goal for this objective is 54 percent. CoCs that are below 54 percent in 2013 should demonstrate steps towards increasing their performance on this objective and CoCs that are already at or above 54 percent should include steps that will allow them to at least maintain current performance.

If the CoC does not have any CoC-funded non-HMIS projects the Collaborative Applicant must state that in the narrative box.

3A-3.5 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.

Based on the information provided in the chart for 3A-3.2, describe the CoC's 2-year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that increase their incomes through employment from program entry to program exit. The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the table above. Each of the strategies and actions identified must be measurable and achievable in relation to time and resources. The Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

The HUD goal for this objective is 20 percent. CoCs that are below 20 percent in 2013 should demonstrate steps towards increasing their performance on this objective and CoCs that are already at or above 20 percent should include steps that will allow them to at least maintain current performance.

If the CoC does not have any CoC-funded non-HMIS projects the Collaborative Applicant must state that in the narrative box.

3A-3.6 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that increase income from entry date to program exit.

The Collaborative Applicant must identify **<u>by name</u>** the individual, organization, and or committee that will be responsible for implementing the goals of increasing the rate of project participants in all CoC-funded projects that increase employment **and** non-employment income from entry date to program exit. HUD will not award points to Collaborative Applicants that simply identify "the CoC" as the responsible party.

3A-4 Continuum of Care (CoC) Performance and Strategic Planning Objectives: Objective 4: Increase the number of participants obtaining mainstream benefits

Applications submitted to HUD for the FY 2013-FY 2014 CoC Program Competition will be evaluated in part based on the extent to which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP)*. Assisting program participants to obtain mainstream benefits is one way to ensure housing stability and decrease the potential of returning to homelessness.

The Collaborative Applicant must complete the table using data from Annual Performance Reports (APR) and using the guidance below.

Important: The data that is entered in *the* "**2013 Actual Numeric Achievement"** column will be considered the baseline for future competitions and CoCs will be scored based on the information entered here. Further, HUD will expect CoCs to meet the proposed numeric achievements entered in the "**2014 Proposed Numeric Achievement" and "2015 Proposed Numeric Achievement"** columns. Therefore, Collaborative Applicants should only enter numeric goals that the CoC can reasonable plan to achieve based on the strategies it plans to implement.

3A-4.1 Number of adults who were in CoC-funded projects as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013:

Enter the total number of adults who were served in any CoC-funded non-HMIS projects as reported on APRs submitted between *October* 1, 2012 and September 30, 2013. Projects whose operating years expired between July 1, 2012 and June 30, 2013 would have had an APR due during this timeframe. For this operating year, a CoC-funded project refers to those g projects (PH, SH, TH, SSO) funded under the Shelter Plus Care, Supportive Housing Program, and Section 8 Moderate Rehabilitation SRO programs. For future years, CoC-funded projects also will include those funded under the CoC Program.

3A-4.2 Objective 4: Increase the number of participants obtaining non-cash mainstream benefits

3A-4.2a Enter the percentage of participants in ALL CoC-funded projects that obtained non-cash mainstream benefits from entry date to program exit.

- *2013 Actual Numeric Achievement.* Enter the percentage of program participants in all CoC- funded non-HMIS projects (PH, SH, TH, SSO) that obtained non-cash mainstream benefits from entry date to program exit as reported on APRs submitted between October 1, 2012 and September 30, 2013. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC that will be required to submit an APR between October 1, 2012 and September 30, 2013, enter 0.

- *2014 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC funded non-HMIS projects (PH, SH, TH, SSO) that will have obtained non-cash mainstream benefits from entry date to program exit (including CoC Program projects) as will be reported on APRs submitted between October 1, 2013 and September 30, 2014. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC that will be required to submit an APR between October 1, 2013 and September 30, 2014, enter 0.

- *2015 Proposed Numeric Achievement.* Enter the percentage of participants in all CoC funded non-HMIS projects (PH, SH, TH, SSO) that will have obtained non-cash mainstream benefits from entry date to program exit (including CoC Program projects) as will be reported on APRs submitted between October 1, 2014 and September 30, 2015. If the CoC does not have any CoC-funded non-HMIS (PH, SH, TH, SSO) projects within the CoC that will be required to submit an APR between October 1, 2014 and September 30, 2015, enter 0.

3A-4.3 In the table below, provide the total number of adults that were in CoC-funded projects that obtained the non-cash mainstream benefits from entry date to program exit, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013.

For each of the non-cash mainstream benefit sources listed in the table, the Collaborative Applicant must enter the total number of adults that were in CoC-funded projects that had obtained the benefit, as reported on APRs submitted during the period between October 1, 2012 and September 30, 2013 in the column "Number of Participating Adults." After clicking "save," the percentage field will automatically calculate for each field based on the number of participating adults with each non-cash mainstream benefit source out of the total number of participating adults as entered in 3A-4.1.

3A-4.4 Describe the CoC's two year plan (2014-2015) to increase the percentage of project participants in all CoC-funded projects that access mainstream benefits from entry date to program exit. Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.

Based on the information provided in the chart for 3A-4.2, describe the CoC's 2-year plan (2014-2015) to increase the percentage of project participants in all CoC-funded non-HMIS projects that obtain non-cash mainstream benefits from program entry to program exit. The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the table above. Each of the strategies and actions identified must be measurable and achievable in relation to time and resources. The Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

The HUD goal for this objective is 56 percent. CoCs that are below 56 percent in 2013 should demonstrate steps towards increasing their performance on this objective and CoCs that are already at or above 56 percent should include steps that will allow them to at least maintain current performance.

If the CoC does not have any CoC-funded non-HMIS projects the Collaborative Applicant must state that in the narrative box.

3A-4.5 Identify by name the individual, organization, or committee that will be responsible for increasing the rate of project participants in all CoC-funded projects that access non-cash mainstream benefits from entry date to program exit.

The Collaborative Applicant must identify **by name** the individual, organization, and or committee that will be responsible for implementing the goals related to increasing the rate of project participants in all CoC-funded projects that access non-cash mainstream benefits from entry date to program exit. HUD will not award points to CoCs where the Collaborative Applicant simply identifies "the CoC" as the responsible party.

3A-5 Continuum of Care (CoC) Performance and Strategic Planning Objectives: Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

Applications submitted to HUD for the FY 2013-FY 2014 CoC Program Competition will be evaluated in part based on the extent to which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (FSP).* Rapid re-housing is a proven effective housing model. Based on preliminary evidence, it is particularly effective for households with children. Complete the table using data from Annual Performance Reports (APR), the HMIS, and the 2013 housing inventory count and using the guidance below.

Important: The data that is entered in the "**2013 Actual Numeric Achievement"** column will be considered the baseline for future CoC Program competitions and CoCs will be scored based on the information entered here. Further, HUD will expect CoCs to meet the proposed numeric achievements entered in the "**2014 Proposed Numeric Achievement" and "2015 Proposed Numeric Achievement"** columns. Therefore, Collaborative Applicants should only enter numeric goals that the CoC can reasonably achieve based on the strategies it plans to implement.

CoCs should derive the number of homeless households with children that are assisted through CoC Program-funded and ESG-funded rapid re-*housing* projects by using the total number of McKinney-Vento funded rapid re-housing units for households with children as reported in the 2013 Housing Inventory Count (HIC) and determining which of those were CoC-funded versus ESG-funded. The sum of the CoC-funded and ESG-funded rapid re-housing units should equal the total McKinney-Vento funded rapid re-housing units on the 2013 HIC.

3A-5.1 Objective 5: Using Rapid Re-Housing as a method to reduce family homelessness

3A-5.1a Enter the total number of homeless households with children per year that are assisted through CoC-funded rapid re-housing projects.

- *2013 Actual Numeric Achievement.* The 2013 HIC only distinguishes between McKinney-Vento funded and non-McKinney-Vento funded projects. Therefore, the Collaborative Applicant must first refer to the **TOTAL** number of units for households with children assisted with rapid re-housing in projects that receive McKinney-Vento funding as reported on the 2013 HIC. Using that number, the Collaborative Applicant must determine how many of those households were assisted with CoC Program funding. Enter that number for 3A-3.1. Because the FY 2012 CoC Program competition was the first year that rapid re-housing was an eligible component, most CoCs will not have any units to enter for this field. CoCs that were awarded Rapid Re-Housing for Homeless Families Demonstration Projects were to be reported as transitional housing and not as RRH; therefore, those units must not be counted here. It is also important to remember that the FY 2013 CoC Program NOFA requires that rapid re-housing projects awarded under the CoC Program must serve families coming from the street or emergency shelter.

- *2014 Proposed Numeric Achievement.* Enter the estimated total number households with children that will receive assistance through CoC-funded rapid re-housing projects in 2014.

- *2015 Proposed Numeric Achievement.* Enter the estimated total number households with children that will receive assistance through CoC-funded rapid re-housing projects in 2015.

3A-5.1b Enter the total number of homeless households with children per year that are assisted through ESG-funded rapid re-housing projects.

- *2013 Actual Numeric Achievement.* The 2013 HIC only distinguishes between McKinney-Vento funded and non-McKinney-Vento funded projects. Therefore, the Collaborative Applicant must first refer to the **TOTAL** number of units for households with children assisted with rapid re-housing in projects that receive McKinney-Vento funding as reported on the 2013 HIC. Using that number, the Collaborative Applicant must determine how many of those households were assisted with ESG Program funding. Enter that number for 3A-3.1.

  Important: The ESG program interim rule at 24 CFR 576.104 limits the households that can be served to those who meet the criteria under paragraph (1) of the "homeless" definition in 24 CFR 576.2 or who meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

- *2014 Proposed Numeric Achievement.* Enter the estimated total number households with children that will receive assistance through ESG -funded rapid re-housing projects in 2014.

- *2015 Proposed Numeric Achievement.* Enter the estimated total number households with children that will receive assistance through ESG -funded rapid re-housing projects in 2015.

3A-5.1c Enter the total number of households with children that are assisted through rapid re-housing projects that do not receive McKinney-Vento funding.

- *2013 Actual Numeric Achievement.* Enter the **TOTAL** number of homeless households with children that were assisted through rapid re-housing projects that do not receive McKinney-Vento funding as reported on the 2013 HIC. Refer to the number of rapid re-housing units for households with children in projects that do not receive McKinney-Vento funding.

- *2014 Proposed Numeric Achievement.* Enter the estimated total number of homeless households with children that will be assisted in projects that do not receive McKinney-Vento funding f in 2014

- *2015 Proposed Numeric Achievement.* Enter the estimated number homeless households with children that will be assisted in projects that do not receive McKinney-Vento funding in 2015.

3A-5.2 Describe the CoC's two year plan (2014-2015) to increase the number homeless households with children assisted through rapid re-housing projects that are funded

> **through either McKinney-Vento funded programs (CoC Program, and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g.., TANF). Response should address the specific strategies and actions the CoC will take to meet the numeric achievements proposed in the table above.**

Based on the information provided in the table for **3A-5.1**, describe the CoC's 2-year plan (2014-2015) to increase the number of homeless households with children that will be assisted through rapid re-housing projects that are funded through either McKinney-Vento funded programs (CoC Program and Emergency Solutions Grants program) or non-McKinney-Vento funded sources (e.g., TANF, SSVF). The response must include the specific strategies and actions that the CoC will take to achieve the numeric goals for this objective as proposed in the chart. Each of the strategies and actions identified must be measurable and achievable in relation to time and resources. The Collaborative Applicant should describe *what* the steps and strategies are and *how* they will be achieved over the 2-year period.

3A-5.3 Identify by name the individual, organization, or committee that will be responsible for increasing the number households with children that are assisted through rapid re-housing in the CoC geographic area.

 The Collaborative Applicant must identify **by name** the individual, organization, and or committee that will be responsible for implementing the goal of increasing the number of RRH interventions made available for households with children in the CoC geographic area. HUD will not award points to CoCs where the Collaborative Applicant simply identifies "the CoC" as the responsible party.

3A-5.4 Describe the CoC's written policies and procedures for determining and prioritizing which eligible households will receive rapid re-housing assistance as well as the amount or percentage of rent that each program participant must pay, if applicable.

The CoC Program interim rule requires that CoCs work with ESG recipients to develop written standards for administering assistance under the CoC and ESG programs. These written standards should be specific and detailed, address any unique eligibility requirements for assistance, reflect the homeless population and subpopulations within the CoC, reflect the housing and service resources available within the CoC, and reflect local and national targeting priorities.

The Collaborative Applicant must provide a detailed description of the policies and procedures the CoC follows to determine which eligible households will receive rapid re-housing assistance and the amount or percentage of rent that each program participant must pay, if applicable.

3A-5.5 How often do RRH providers provide case management to households residing in projects funded under the CoC and ESG Programs?

The Collaborative applicants must specify the frequency (e.g., weekly, bi-weekly, monthly) in which most RRH providers provide case management to households residing in CoC and ESG Program funded RRH projects. The response should specify the most common ways in which

RRH providers contact participant households as well as how the providers assess when a household is ready to end or if additional assistance is needed. The Collaborative Applicant should also describe any standards that the CoC may require of all rapid re-housing providers.

3A-5.6 Do the RRH providers routinely follow up with previously assisted households to ensure that they do not experience additional returns to homelessness within the first 12 months after assistance ends?

Once rapid re-housing assistance ends, it is anticipated that the household will be able to maintain housing on their own without assistance. However it is important to follow-up with households periodically to make sure that housing is stabilized.

The Collaborative Applicant must indicate whether the majority of RRH providers within the geographic routinely follow up with previously assisted households to ensure that they do not experience additional episodes of homelessness within the first 12 months after assistance ends.

If follow up does occur routinely, the Collaborative Applicant must describe how frequently the RRH provider follows up with the households and what steps the provider takes if it is determined that the housing is again at risk.

If follow up does not occur routinely, the Collaborative Applicant must describe what other steps the CoC takes to ensure that households exiting rapid re-housing do not experience additional episodes of homelessness within 12 months.

3B. Continuum of Care (CoC) Discharge Planning

The McKinney-Vento Act as amended by the HEARTH Act requires that State and local governments have policies and protocols in place to ensure that persons being discharged from a publicly-funded institution or system of care are not discharged immediately into homelessness. To the maximum extent practicable, CoCs should demonstrate how they are coordinating with and/or assisting in State or local discharge planning efforts to ensure that discharged persons are not released directly onto the streets, homeless shelters, or into other McKinney-Vento homeless assistance programs. In the FY 2013/FY 2014 CoC Application there are four forms that touch on discharge planning from publicly funded institutions:

- 3B. Continuum of Care (CoC) Discharge Planning: Foster Care
- 3B. Continuum of Care (CoC) Discharge Planning: Health Care
- 3B. Continuum of Care (CoC) Discharge Planning: Mental Health
- 3B. Continuum of Care (CoC) Discharge Planning: Corrections

Use the guidance below to respond to the questions on each of these forms. The Collaborative Applicant must answer each question on discharge policy specifically for Foster Care, Mental Health, Health Care, and Corrections, since the discharge policies will be unique to each.

3B-1.1, 3B-2.1, 3B-3.1, and 3B-4.1 Is the discharge policy in place mandated by the State, adopted by the CoC, or other?

The Collaborative Applicant must choose from the following options to indicate which type of policy best reflects the discharge policy in place for the CoC, for each of the four specific publicly funded institutions:

- State Mandated Policy: The Collaborative Applicant should select this if there is a discharge policy in place that is mandated by the state and followed by the CoC.

- CoC Adopted Policy: The Collaborative Applicant should select this if there is a discharge policy in place that was developed by the CoC and its membership.

- Other: The Collaborative Applicant should select this if the discharge policy in place is not mandated by the state or developed by the CoC.

3B-1.1a, 3B-2.1a, 3B-3.1a, and 3B-4.1a If other, please explain.

If there is a discharge policy in place that is not state mandated or was not developed and adopted by the CoC for any of the four publicly funded institutions, please explain.

3B-1.2, 3B-2.2, 3B-3.2, 3B-4.2 Describe the efforts that the CoC has taken to ensure that persons are not routinely discharged into homelessness and specifically state where persons go upon discharge.

- *Foster Care*: Specifically address the discharge of youth aging out of foster care. The response should describe specific actions the CoC has taken, such as providing training to the CoC membership or working with the foster care system to help them come up with alternative plans upon discharge.

- *Health Care:* Specifically address the discharge of persons from health care facilities such as hospitals. The response should describe specific actions the CoC has taken, such as providing training to the CoC membership or working with the health care facilities to help them come up with alternative plans upon discharge.

- *Mental Health:* Specifically address the discharge of persons from mental health facilities. The response should describe specific actions the CoC has taken, such as providing training to the CoC membership or working with the mental health facilities to help them come up with alternative plans upon discharge.

- *Corrections:* Specifically address the discharge of persons from correctional facilities such as prisons. The response should describe specific actions the CoC has taken, such as providing training to the CoC membership or working with the correctional facilities to help them come up with alternative plans upon discharge.

To receive full credit, the Collaborative Applicant must provide specific examples of where persons routinely go upon discharge. A CoC will automatically get no credit for **all** questions for a particular system of care if the Collaborative Applicant indicates that persons are routinely discharged from that system directly into homelessness (e.g., streets or emergency shelter) or into any McKinney-Vento-funded project.

3B-1.3, 3B-2.3, 3B-3.3, 3B-4.3 Identify the stakeholders and/or collaborating agencies that are responsible for ensuring that persons being discharged from a system of care are not routinely discharged into homelessness.

The Collaborative Applicant must specifically identify who is responsible for ensuring that persons being discharged from the system of care are not discharged into homelessness. The response should identify the specific organization or committee by name. HUD will not award points to CoCs where the Collaborative Applicant simply identifies "the CoC" as the responsible party.

3C. Continuum of Care (CoC) Coordination

3C-1 Does the Consolidated Plan for the jurisdiction(s) within the CoCs geography include the CoCs strategic plan goals for addressing and ending homelessness?

The Emergency Solutions Grants (ESG) program interim rule contained corresponding amendments to the Consolidated Plan regulations at 24 CFR Part 91. All consolidated plan jurisdictions are now required to strengthen the homelessness needs assessment and strategy in their Consolidated Plans. Further, the CoC Program interim rule requires that CoCs participate in the Consolidated Plan process for all jurisdictions within the CoC's geographic area.

The Collaborative Applicant must select from the drop-down menu whether the Consolidated Plan jurisdiction(s) within the CoC's geographic area include the CoCs strategic plan goals for addressing and ending homelessness.

3C-1.1 If yes, list the goals in the CoC strategic plan.

If the Collaborative Applicant selected "Yes" to question **3C-1**, the Collaborative Applicant must list the specific goals in the CoC strategic plan that are included in the Consolidated Plan(s). HUD will not award any points if the Collaborative Applicant selected "Yes" for 3C-1 but does not list the specific goals here.

3C-2 Describe the extent in which the CoC consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

The CoC Program interim rule at 24 CFR 578.7(c)(5) requires that CoCs consults with State and local government Emergency Solutions Grants (ESG) program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients/subrecipients.

The Collaborative Applicant must describe the extent to which the CoC fulfills this responsibility. The response must specifically state how the CoC consulted with each of the ESG recipients within the CoCs geographic area on the plan for allocating ESG funds for FY 2012 **and** FY 2013 and describe the plan for reporting on and evaluating ESG program recipients and subrecipients.

3C-3 Describe the extent in which ESG funds are used to provide rapid re-housing and homelessness prevention. Description must include the percentage of funds being allocated to both activities.

Under the ESG Program interim rule, ESG recipients may use ESG program funds for five components: street outreach, emergency shelter, homelessness prevention, rapid re-housing, and HMIS.

For question 3C-3, describe the extent to which ESG program funds are used to provide rapid re-housing and homelessness prevention. The response must include the actual percentage of the total 2012 and 2013 ESG allocations for both activities for each ESG recipient within the CoCs geographic area. Finally, the Collaborative Applicant must provide the rationale for how the funding allocation decisions were made. If there are no recipients/subrecipients of ESG funding in the CoC, indicate that here.

3C-4 Describe the CoCs efforts to reduce the number of individuals and families who become homeless within the CoC's entire geographic area.

Provide a brief narrative that specifically describes the CoCs current homelessness prevention efforts aimed at reducing the number of individuals and families who become homeless. The response must include information about how the applicable Consolidated Plan jurisdiction(s) address homelessness prevention and identify programs that focus on homelessness prevention. The narrative should include a description of any barriers to fair housing choice, as identified in the jurisdictions' Analyses of Impediments. Finally, the response must describe how the CoC coordinates with the ESG recipients within the CoC's geographic area on homelessness prevention efforts.

3C-5 Describe how the CoC coordinates with other Federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects.

Coordination with other programs that provide housing and services to the homeless is critical to reducing homelessness in the CoC's geographic area.

In the narrative box provided, describe how the CoC coordinates with other federal, State, local, private and other entities serving the homeless and those at risk of homelessness in the planning and operation of projects. The Collaborative Applicant must clearly and specifically describe how the CoC coordinates with the funding and policies of each of the following programs to support the CoC's strategy and housing and services system:

- Housing Opportunities for Persons with AIDS (HOPWA)
- Temporary Assistance for Needy Families (TANF)
- Runaway and Homeless Youth (RHY)
- Head Start Program
- Philanthropic organizations and foundations
- Other housing and service programs funded through Federal, State or local government resources

The response must address each of these funding sources, regardless of whether any entities within the CoC receives funding from any one of sources.

3C-6 Describe the extent in which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness.

In the narrative box provided, describe the extent to which the PHA(s) within the CoC's geographic area are engaged in the CoC efforts to prevent and end homelessness. The description should include information about whether one or more PHA(s) are active members of the CoC, whether there are any PHA homeless preferences that exist within the CoC, and whether one or more PHA(s) actively seek referrals from organizations within the CoC. Where there is not currently any active engagement between the CoC and at least one PHA describe what efforts, if any, the CoC has taken to engage with the PHA(s) within the geographic area and whether there have been barriers to that collaboration.

Some CoCs have several PHAs located within the CoCs geographic area. I such situations, the Collaborative Applicants is not required to provided a description for each PHA but rather only must provide a description for those were engagement is active or where the CoC pursued engagement. The Collaborative Applicant should identify by name those PHAs where there is active engagement (or attempted engagement).

3C-7 Describe the CoC's plan to assess the barriers to entry present in projects funded through the CoC Program as well as ESG (e.g. income eligibility requirements, lengthy period of clean time, background checks, credit checks, etc.), and how the CoC plans to remove those barriers.

Many recipients of CoC Program and ESG program funds place more stringent eligibility requirements for entry into a program than what HUD requires. These include, but are not limited to, income eligibility, lengthy period of clean time, background checks, credit checks, etc. This can create a barrier for those homeless persons that already have the most barriers and who would be considered the hardest-to-serve.

The Collaborative Applicant must first describe the extent to which these types of additional screening requirements currently exist for any projects funded through the CoC Program or ESG program within the CoC's geographic area and what steps, if any, the CoC is taking to remove these requirements or describe why they are not acting as barriers for persons that are generally the hardest to serve.

3C-8 Describe the extent in which the CoC and its permanent supportive housing recipients have adopted a housing first approach.

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

The Collaborative Applicant must describe the extent to which the CoC and its recipients of funding for permanent supportive housing have adopted a Housing First approach. HUD will give maximum credit to Collaborative Applicants that demonstrate that the CoC has already adopted or is in the process of implementing a Housing First approach across the **CoC's entire geographic area, or in at least 75 percent of its PSH.**

CoCs will also be scored by the extent to which project applicants applying for PH: PSH projects indicate that they follow a Housing First model. HUD will award maximum points for this question if the CoC is using a Housing First approach or for at least 75 percent of the applicants for PH: PSH. HUD will review the FY 2013 Project Applications to determine the percentage of PSH projects within the CoC that indicate that they have adopted a Housing First approach. If there is no CoC Program-funded PSH in the CoC's geographic area, this must be stated.

3C-9 Describe how the CoC's centralized or coordinated assessment system is used to ensure the homeless are placed in the appropriate housing and provided appropriate services based on their level of need.

As required by the CoC Program interim rule, CoCs must have a coordinated assessment system that covers the CoC's entire geographic area.

The Collaborative Applicant must describe the extent to which a centralized or coordinated assessment system currently exists within the CoC and describe how the system is used to ensure that homeless individuals and families are placed in the most appropriate housing and service types based on their level of need. The response must include each of the following:

- The portion of the CoC's geographic area covered by the system;

- A description of the ease of accessible to the system for homeless individuals and families seeking housing and services;

- The manner in which the CoC advertises the system to the public; and

- A description of the comprehensive and standardized assessment tool that is used.

3C-10 Describe the procedures used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach.

The Collaborative Applicant must describe the procedures currently used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to request housing or services in the absence of special outreach. The narrative must identify how the CoC determined which populations were underserved and include a description of the special outreach being implemented to bring these persons into the housing.

3C-11 Describe the established policies that are currently in place that require all homeless service providers to ensure all children are enrolled in early childhood education

programs or in school, as appropriate, and connected to appropriate services within the community.

In the narrative box provided, describe the policies that the CoC currently has in place requiring all homeless service providers–**both ESG and CoC Program-funded**–to ensure all children are enrolled in school or in early childhood education programs, as appropriate, and are connected to appropriate services within the community. Examples of policies that might be in place include:

- The CoC requires all recipients to inform families and unaccompanied youth of their educational rights;

- The CoC requires all recipients to collaborate with the local school district liaison(s) as a matter of policy and when a new child or youth enters the program; and

- The CoC provides material to families and unaccompanied youth regarding their rights.

The narrative must describe the specific policies that are in place **and** how the CoC ensures that all homeless service providers are complying with the requirements. HUD will award maximum points for responses that address ESG and CoC Program recipients.

3C-12 Describe the steps the CoC, working with homeless assistance providers, is taking to collaborate with local education authorities to ensure individuals and families who become or remain homeless are informed of their eligibility for McKinney-Vento educational services.

In the narrative box provided, describe how the CoC collaborates with local education authorities to assist in the identification of individuals and families who become or remain homeless and are informed of the eligibility for services under subtitle B of title VII of the Act (42 U.S.C. 11432 et seq.). The Collaborative Applicant should describe what involvement, if any, local education authorities have in the CoC planning process and the extent to which recipients of CoC Program and ESG funding recipients have a joint process in place with school administrators to identify families who might be experiencing or be at risk of homelessness. Examples of collaboration include:

- The CoC works with school district liaison(s) to develop safeguards to protect homeless students from discrimination based on homelessness;

- The CoC formed a committee or subcommittee to address homelessness among families and unaccompanied youth and includes local education stakeholders; and

- Local school district liaison(s) are included in the CoCs strategic planning activities.

3C-13 Describe how the CoC collaborates, or will collaborate, with emergency shelters, transitional housing, and permanent housing providers to ensure families with children under the age of 18 are not denied admission or separated when entering shelter or housing.

Maintaining family unity is important when homeless households with children under the age of 18 enter homeless shelters or housing. To this end, projects serving families that receive funding under the CoC and ESG Programs may not deny admission to any family with a child under the

age of 18. Additionally, the project is prohibited from denying admission to any member of the family (e.g., the 15-year old boy).

For question 3C-14, describe how the CoC is collaborating with emergency shelter and housing providers to ensure that providers are complying with this requirement and are not denying admission to families (or any member of the family) with children under the age of 18. The description should include any written policies that prohibit family separation. If there are no written policies, the CoC must describe the steps it will take to develop and implement a written policy.

3C-14 What methods does the CoC utilize to monitor returns to homelessness by persons, including, families who exited rapid re-housing? Include the processes the CoC has in place to ensure minimal returns to homelessness.

In the narrative box provided, describe the extent to which the CoC is actively working towards reducing the occurrence in which individuals and families leaving homelessness experience additional episodes of homelessness. The response should indicate whether the CoC uses its HMIS, or another database or system, to monitor and record episodes of homelessness by program participants who exit rapid re-housing, transitional housing, permanent supportive housing projects. If the CoC does not use the HMIS for this purpose, the Collaborative Applicant must explain what other methods or tools it uses. Additionally, the Collaborative Applicant must describe the processes that have been implemented by CoC to reduce the number of additional episodes to homelessness once a household exits a housing program.

3C-15 Does the CoC intend for any of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?

In the FY 2013/FY 2014 CoC Application, Collaborative Applicants may request on behalf of the CoC that up to 10 percent of the funding awarded under this NOFA be approved to serve homeless households with children and youth defined as homeless under other federal statutes (paragraph 3 of the definition of homeless found at 24 CFR 578.3). **O**nly Supportive Services Only (SSO) and Transitional Housing (TH) project types may serve this population . Approved CoCs will be limited to using a maximum of 10 percent of the total amount awarded to the CoC to serve this population, and must determine which SSO and TH projects will be permitted to use some or all of the funding for this purpose.

If the CoC intends to request to use up to 10 percent of its funds for this purpose, the Collaborative Applicant must select "Yes" for question 3C-15. If not, the Collaborative Applicant must select "No."

3C-15.1 If yes, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.

If the Collaborative Applicant selected "Yes" for question **3C-15**, the Collaborative Applicant must provide a narrative that provides justification that serving this population is of equal or greater priority than serving the homeless as defined under paragraphs (1), (2), and (4) of the definition of homelessness in 24 CFR 578.3.

The Collaborative Applicants must demonstrate that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted by the Collaborative Applicant in Sections 3A, 3C-4, 3C-11, 3C-12, and 4A-4 of this application, especially with respect to children and unaccompanied youth. The Collaborative Applicant must also thoroughly describe how the CoC will meet its goals and outcomes established for one of the following measures:

1. preventing homelessness among the subset of such families with children and youth who meet the criteria of paragraph (3) of the definition of homeless; or

2. achieving independent living in permanent housing among such families with children and youth, especially those who have a history of doubled-up and other temporary housing situations or are living in a temporary housing situation due to lack of available and appropriate emergency shelter, through the provision of eligible assistance that directly contributes to achieving such results including assistance to address chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, or multiple barriers to employment.

Additionally, the Collaborative Applicant must describe how the CoC will ensure that no more than 10 percent of its total funding will be used to serve this population.

Finally, CoCs must identify the specific project(s) that will use its funding for this purpose (up to 10 percent of CoC total award) by submitting an attachment in *e-snaps* that includes the following:

- Project name(s); and

- Amount of funding in the project or per project that will be used for this purpose.

If HUD denies a CoC's request, any awards for the projects proposed to be used for this purpose will be conditioned to prohibit the recipient from using funds to serve this population. See 24 CFR 578.89 for more information about this limitation.

3C-16 Has the project been impacted by a major disaster, as declared under Title IV of the Robert T. Stafford Act, in the 12 months prior to the opening of the FY2013 CoC Program Competition?

The Collaborative Applicant must select "Yes" if one more projects within the CoCs geographic area has been affected by a major disaster, as declared under Title IV of the Robert T. Stafford Act, in the 12 months prior to the opening of the FY 2013-FY 2014 CoC Program Competition. The Collaborative Applicant must select "No" if this does not apply.

3C-16.1 If 'Yes', describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.

If the Collaborative Applicant selected "Yes" for question **3C-16**, the Collaborative Applicant must provide a detailed description of the actual impact the natural disaster had on specific projects within the CoC and how it affected the CoCs ability to address homelessness (e.g., forced a project to close, affected CoCs ability to provide reporting to HUD, etc.).

Affected CoCs also must notify HUD in writing **prior to the close of the competition**, addressed to Ann Marie Oliva, Director, Office of Special Needs Assistance Programs, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Room 7256, Washington, DC 20410.

3D. Continuum of Care (CoC) Coordination with Strategic Plan Goals

3D-1 Describe how the CoC is incorporating the goals of Opening Doors in local plans established to prevent and end homelessness and the extent in which the CoC is on target to meet these goals.

In the FY 2013 CoC Program Competition, applications submitted to HUD will be evaluated in part based on the extent to which they further the achievement of HUD's goals as articulated in HUD's Strategic Plan and *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* four key goals:

1. Finish the job of ending chronic homelessness by 2015;
2. Prevent and end homelessness among Veterans by 2015;
3. Prevent and end homelessness for families, youth, and children by 2020; and
4. Set a path to ending all types of homelessness.

The Collaborative Applicant must describe the extent to which the CoC has operationalized the strategic decisions it has developed in strategic planning exercises. The description must include how the CoC has incorporated the goals of *Opening Doors* into the CoCs strategic planning decisions and the specific steps it is taking to meet each of these goals locally within the specified timeframes. Indicate if there are local Interagency Councils that have developed plans to prevent and end homelessness and whether the CoC is on target to meet **each** of these goals.

3D-2 Describe the CoCs current efforts, including the outreach plan, to end homelessness among households with dependent children.

Ending homelessness for families by 2020 is a goal of *Opening Doors.*

The Collaborative Applicant must describe the CoCs current efforts to combat homelessness among households with dependent children, particularly those that are living in unsheltered situations. The description must include the outreach plan the CoC has in place to address homelessness among this population.

3D-3 Describe the CoC's current efforts to address the needs of domestic violence survivors and their families. Response should include a description of services and safe housing from all funding sources that are available within the CoC to serve this population.

The Collaborative Applicant must describe the CoCs current efforts to address the needs of domestic violence survivors and their families. The response should include a description of the services and safe housing from all funding sources that are available within the CoC to serve this population and what policies the CoC has in place to ensure the safety and privacy of domestic violence survivors that are served in any ESG or CoC Program-funded project.

3D-4 Describe the CoC's current efforts to address homelessness for unaccompanied youth. Response should include a description of services and housing from all funding sources that are available within the CoC to address homelessness for this subpopulation. Indicate whether or not the resources are available for all youth or are specific to youth between the ages of 16-17 or 18-24.

Ending homelessness for unaccompanied youth by 2020 is also a goal of *Opening Doors.*

The Collaborative Applicant must describe the CoCs current efforts to address homelessness among unaccompanied youth. The response should include a description of the services and housing from all funding sources that are available within the CoC to serve this population and must indicate whether those resources are available for all youth ages 16-24 or specifically target 16-17 and 18-24 year olds separately.

3D-5 Describe the efforts, including the outreach plan, to identify and engage persons who routinely sleep on the streets or in other places not meant for human habitation.

The Collaborative Applicant must describe the CoC's efforts to identify and engage persons with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. The response must include a description of the CoCs outreach plan to reach this population and must demonstrate that the outreach plan covers the CoC's entire geographic area and how the plan addresses geographic barriers that might make outreach to unsheltered persons more difficult.

3D-6 Describe the CoC's current efforts to combat homelessness among veterans, particularly those are ineligible for homeless assistance and housing through the Department of Veterans Affairs programs (i.e., HUD-VASH, SSVF and Grant Per Diem). Response should include a description of services and housing from all funding sources that exist to address homelessness among veterans.

Ending homelessness for homeless veterans by 2015 is also a goal of *Opening Doors.*

The Collaborative Applicant must describe the CoCs current efforts to address homelessness among veterans. First, describe the extent to which the CoC is partnering or collaborating with HUD-VASH operating in the CoC's geographic area to ensure that homeless veterans receive the housing and services they need. The response also include a description of how the CoC collaborates with other VA-funded programs (i.e., SSVF and Grant Per Diem) to the extent that they exist in the CoC. If there are no HUD-VASH programs operating in the CoC, the Collaborative Applicant should indicate that in the narrative box provided.

The Collaborative Applicant must also describe the extent to which it coordinates with the local VA and/or VA-funded programs within the CoC to ensure that the CoC Program and ESG funding that is available to serve homeless veterans is used primarily to serve those veterans that would not otherwise be eligible for VA funded housing or services (e.g., dishonorably discharged).

3E. Reallocation–3I. Reallocation–Reallocation Balance Summary

Reallocation is a process whereby any CoC may reallocate funds in whole or in part from renewal projects to create one or more new projects. In the FY 2013-FY 2014 CoC Program Competition, the only types of new projects that can be created through reallocation are new permanent supportive housing for the chronically homeless and rapid re-housing for households with children.

CoCs may reallocate **from all types** of projects: supportive services only, transitional housing, permanent supportive housing (including rental assistance formerly awarded under the S+C), Program), rapid re-housing, and HMIS. CoCs should review all projects eligible for FY 2013 funds under the FY 2013-FY 2014 CoC Program Competition and reallocate funds for those projects that are determined to be underperforming, obsolete, or ineffective.

The Collaborative Applicant must indicate whether the CoC will use the reallocation process in FY 2013. If the CoC is not reallocating any projects in FY 2013, the Collaborative Applicant should move directly to Part 4 in *e-snaps* and can skip to page 58 of this document.

3E. Reallocation

3E-1 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new permanent supportive housing projects dedicated to chronically homeless persons?

If the CoC is reallocating funds from one or more eligible expiring grant(s) in FY 2013 in order to create one or more new permanent supportive housing project dedicated to the chronically homeless, the Collaborative Applicant must select "Yes" from the drop-down menu; otherwise, select "No."

3E-2 Is the CoC reallocating funds from one or more eligible expiring grant(s) into one or more new rapid re-housing project for families?

If the CoC is reallocating funds from one or more eligible expiring grant(s) in FY 2013 in order to create one or more new rapid re-housing project for families, the Collaborative Applicant must select "Yes" from the drop-down menu; otherwise, select "No."

3E-2.1 If the CoC is planning to reallocate funds to create one or more new rapid re-housing project for families, describe how the CoC is already addressing chronic homelessness through other means and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.

It the Collaborative Applicant selected "Yes" for question **3E-2**, the Collaborative Applicant must demonstrate that the CoC has a comprehensive strategy to address chronic homelessness.

The Collaborative Applicant must provide a description of how the CoC is adequately addressing chronic homelessness and why the need to create new rapid re-housing for families is of greater need than creating new permanent supportive housing for chronically homeless persons.

3E-3 If the CoC responded 'Yes' to either of the questions above, has the recipient of the eligible renewing project being reallocated been notified?

As part of a fair and open process, CoCs should notify recipients of eligible renewal funding whose projects are being reallocated, in whole or in part, prior to the submission of the FY 2013/FY 2014 CoC Application.

The Collaborative Applicant must select "Yes" if the CoC is reallocating and has notified recipients of affected projects. Select "No" if the CoC is reallocating but has not notified recipients of affected projects.

If the CoC is not reallocating, select "Not Applicable."

3F. Reallocation—Grant(s) Eliminated

CoCs that choose to reallocate funds into new permanent supportive housing for the chronically homeless or rapid re-housing for families may do so by eliminating one or more of its eligible expiring renewal grants. Where a CoC chooses to eliminate one or more projects entirely, the Collaborative Applicant must identify those projects here. To begin, click on the icon to enter information on project(s) that will be eliminated

3F-1 Complete each of the fields below for each grant that is being eliminated during the FY2013 reallocation process. CoCs should refer to the final HUD- approved FY2013 Grant Inventory Worksheet to ensure all information entered here is accurate.

The Collaborative Applicant must enter the following details for each eliminated project:

1. Project name;
2. Grant number;
3. Component type, and
4. Annual Renewal Amount (ARA) of each project being eliminated.

The information entered here must match a project identified on the final HUD-approved FY 2013 Grant Inventory Worksheet (GIW).

Important: Any project that is listed here will be ineligible to apply for renewal funding in future CoC Program Competitions. Should the recipient attempt to apply for renewal funding, it will be the responsibility of the CoC to reject the project on the CoC Project Listing and notify the recipient/project applicant as to why its project is being rejected.

3F-2 Describe how the CoC determined that this project should be eliminated.

The Collaborative Applicant must describe the factors the CoC considered and why it made the determination that this project should be eliminated (e.g., project was underperforming or no longer filled a gap in the community).

3G. Reallocation - Grant(s) Reduced

CoCs that choose to reallocate funds into new permanent supportive housing for the chronically homeless or rapid re-housing for families may do so by reducing the annual renewal amount for one or more of its eligible expiring renewal grants.

Where a CoC has chooses to reduce one or more projects, the Collaborative Applicant must identify those projects here. To begin, click on the 🗋 icon to enter information on project(s) that will be reduced.

3G.1 Complete each of the fields below for each eligible renewal grant that is being reduced during the FY2013 reallocation process. CoCs should refer to the final HUD-approved FY2013 Grant Inventory Worksheet to ensure all information entered is accurate.

The Collaborative Applicant must enter the following details for each eliminated project:
1. Project name;
2. Grant number;
3. Current Annual Renewal Amount for project being reduced;
4. Amount that will be retained for renewal project; and
5. Amount available for new project (this will be automatically calculated after you click on the "Save" button and will reflect the difference between the eligible renewal projects current ARA and the amount that will be retained for the renewal project.

The information entered here must be consistent a project identified on the final HUD-approved FY 2013 Grant Inventory Worksheet (GIW). The project being reduced will not be eligible to apply for the higher ARA in this competition or any future CoC Program competition. The CoC must ensure that the renewal projects request, and amount reflected on the CoC Project Listing, is consistent with the information entered here.

3G-2 Describe how the CoC determined that this project should be reduced.

The Collaborative Applicant must describe the factors the CoC considered and in its decision to reduce this project (e.g., rental assistance project requested less than 100 percent of FMR, resulting in an excess of eligible and available funds).

3H. Reallocation–Details of Proposed New Project(s)

CoCs must identify the new project(s) it plans to create and provide the requested information for each project. To begin, click on the 🗐 icon to enter information on project(s) that will be reduced.

3H-1 Complete each of the fields below for each new project created through reallocation in the FY2013 CoC Program Competition. CoCs can only reallocate funds to new permanent housing—permanent supportive housing for the chronically homeless or rapid re-housing for homeless households with children.

The Collaborative Applicant must enter the following details for each new reallocated project being created:

1. FY 2013 Rank (from Priority Listing);
2. Proposed New Project Name;
3. Component Type (only option in FY 2013 is PH); and
4. Amount Requested for New Project.

The information entered here must match exactly to what is entered on the applicable Project Application.

3I. Reallocation—Reallocation Balance Summary

The last form in the Reallocation process does not require any input from the Collaborative Applicant. However, carefully review the information on this form to ensure that the total amount being requested for one or more new projects does not exceed the total amount being reduced and/or eliminated. The amount in the last field, "Remaining Reallocation Balance" should always be equal to $0. An amount greater than $0 indicates that there is still money that has been reduced or eliminated from an existing project which has not yet been assigned to a new project request. If a CoC has a remaining balance in this form, HUD will reduce the award amount by the amount of remaining balance, which cannot be restored.   Conversely, if a negative amount is in the "Remaining Reallocation Balance" field, this means that the amount requested for the new reallocated project exceeds the amount available. HUD will reduce the project by the amount of the negative balance if this is not corrected prior to application submission.

CoC Application: Part IV

4A. Continuum of Care (CoC) Project Performance

4A-1 How does the CoC monitor the performance of its recipients on HUD-established performance goals?

The Collaborative Applicant must describe the manner in which the CoC monitors the performance of CoC -funded recipients on the HUD-established performance goals that are reported in the FY 2013/FY 2014 CoC Application and included in the strategic planning process as listed in Section VII.A.1 of the FY 2013-FY 2014 CoC Program Competition NOFA that address: ending chronic homelessness, increasing housing stability, increasing project participants income, participants obtaining mainstream benefits, using rapid re-housing to reduce homelessness among families. The description should include the frequency in which monitoring occurs and the type and scope of monitoring that is conducted (e.g., on-site, remote).

4A-2 How does the CoC assist project recipients to reach HUD-established performance goals?

The Collaborative Applicant must describe the manner in which the CoC assists CoC Program-funded recipients to reach HUD-established performance goals that are reported in the FY 2013/FY 2014 CoC Application and included in the strategic planning process as listed in Section VII.A.1 of the FY 2013-FY 2014 CoC Program Competition NOFA that address: ending chronic homelessness, increasing housing stability, increase project participants income, participants obtaining mainstream benefits, use of rapid re-housing to reduce homelessness. The response should include a detailed description of the steps the CoC takes to assist underperforming project recipients to improve performance towards these goals (e.g., technical assistance is provided) and the manner in which the CoC provides feedback.

4A-3 How does the CoC assist recipients that are underperforming to increase capacity?

The Collaborative Applicant must describe the manner in which the CoC assists underperforming recipients increase capacity implement program requirements (e.g., submission of timely reports, timely draws for funds, etc.) in order to successfully carry out the requirements of the Act, CoC Program interim rule, and local CoC priorities. The response should include a detailed description of how the CoC evaluates the capacity of project recipients (distinct from monitoring) in managing their grants, the steps the CoC takes to assist underperforming project recipients to improve capacity to administer the grants in compliance with the CoC Program (e.g., technical assistance is provided), and the manner in which the CoC provides feedback.

4A-4 What steps has the CoC taken to reduce the length of time individuals and families remain homeless?

The Collaborative Applicant must describe the average length of time that individuals and families remain homeless and what the CoC is doing to reduce this time period in the CoC. The

narrative must describe the specific efforts currently in place by the CoC to track length of time individuals and families remain homeless, including the tools used to do this, and the planning process to reduce the length of time individuals and families remain homeless. Finally, the narrative must indicate how data from CoC and ESG funded projects are considered and how non-HUD funded projects are included.

4A-5 What steps has the CoC taken to reduce returns to homelessness of individuals and families in the CoC's geography?

The Collaborative Applicant must describe the extent to which individuals and families leaving homelessness experience additional episodes of homelessness and what specific steps the CoC is taking to reduce this occurrence in the community. The response should demonstrate the extent to which the CoC uses the HMIS or other system to monitor and record episodes to homelessness by participants who exit rapid re-housing, transitional housing, and permanent supportive housing.

4A-6 What specific outreach procedures has the CoC developed to assist homeless service providers in the outreach efforts to engage homeless individuals and families?

The Collaborative Applicant must describe how the outreach procedures developed by the CoC assist homeless service providers to engage homeless individuals and families. The response must describe the specific outreach procedures in place that are used by the homeless service agencies to identify and engage homeless individuals and families, including how those procedures allow for meaningful outreach to persons with disabilities and persons with limited English proficiency.

4B. Section 3 Employment Policy

4B-1 Are any new proposed project applications requesting $200,000 or more in funding?

All recipients of CoC Program funding comply with the Section 3 Employment Policy as stated in 24 CFR Part 135.

The Collaborative Applicant must indicate the extent to which there are any new reallocated project applications being requested in FY 2013 that are requesting more than $200,000 or more in funding.

4B-1.1 If yes, which activities will the project(s) undertake to ensure employment and other economic opportunities are directed to low or very low income persons?

If the Collaborative Applicant selected "Yes" to **4B-1** indicate in the narrative box provided which of the following activities the applicable project(s) will undertake to ensure employment and other economic opportunities are directed to low- or very-low-income persons:

- Preference policy for hiring low and very low income persons residing in the service area;
- Advertise at social service agencies;
- Employment/Training/Community centers, local newspapers
- Notify area Youth Build programs of job opportunities

- Establish a preference policy for Section 3 for competitive contracts > $100,000
- None of the above

4B-2 Are any of the projects within the CoC requesting funds for housing rehabilitation or new construction?

For question 4B-2, indicate the extent to which there are any new reallocated project applications being requested in FY 2013 that are requesting funds for rehabilitation or new construction.

4B-2.1 If yes, which activities will the project undertake to ensure employment and other economic opportunities are directed to low or very low income persons:

If the Collaborative Applicant selected "Yes" to **4B-2** select from the list of activities, those that the applicable project(s) will undertake to ensure employment and other economic opportunities are directed to low- or very-low-income persons:

- Preference policy for hiring low and very low income persons residing in the service area;
- Advertise at social service agencies;
- Employment/Training/Community centers, local newspapers
- Notify area Youth Build programs of job opportunities
- Establish a preference policy for Section 3 for competitive contracts > $100,000
- None of the above

4C. Accessing Mainstream Resources

4C-1 Does the CoC systematically provide information about mainstream resources and training on how to identify eligibility and program changes for mainstream programs to provider staff?

The Collaborative Applicant must select "Yes" from the drop-down menu if the CoC systematically provides information about mainstream resources, including any changes to policies related to mainstream service and housing programs, and provides training opportunities to homeless service providers about how to determine eligibility for various mainstream service and housing programs.

If the CoC does not systematically provide information or training opportunities as described above, the Collaborative Applicant must select "No."

4C-2 Indicate the percentage of homeless assistance providers that are implementing the following activities:

The Collaborative Applicant must enter the percentage of homeless assistance providers within the CoC's geographic area that are currently implementing each of the following activities:

- Homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.

- Homeless assistance providers use a single application form for four or more mainstream programs. Indicate which mainstream programs are provided on the form.

- Homeless assistance providers have staff systematically follow up to ensure mainstream benefits are received.

4C-3 Does the CoC make SOAR training available for all recipients and subrecipients at least annually?

The Collaborative Applicant must select "Yes" if it offers SAMHSA's SSI/SSDI Outreach, Access, and Recovery (SOAR) training to all recipients/subrecipients within the CoC's geographic area at least annually. Otherwise, select "No."

4C-3.1 If yes, indicate the most recent training date:

If the Collaborative Applicant selected "Yes" for question **4C-3**, enter the date of the most recent SOAR training that was offered to all recipients/subrecipients within the CoC's geographic area.

4C-4 Describe how the CoC is preparing for implementation of the Affordable Care Act (ACA) in the state in which the CoC is located. Response should address the extent in which project recipients and subrecipients will participate in enrollment and outreach activities to ensure eligible households are able to take advantage of new healthcare options.

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

For question 4C-4, describe the extent to which homeless assistance providers within its geographic area will be participating in enrollment and outreach activities to ensure eligible households are able to take advantage of the new healthcare options.

4C-5 What specific steps is the CoC taking to work with recipients to identify other sources of funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive service costs?

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

For questions 4C-5 describe the steps the CoC is taking to work with CoC Program recipients and subrecipients within its geographic area to identify other sources of mainstream resources funding for supportive services in order to reduce the amount of CoC Program funds being used to pay for supportive services costs.