

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

1A-1. CoC Name and Number: MD-506 - Carroll County CoC

1A-2. Collaborative Applicant Name: Carroll County, Commissioners of

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Carroll County, Commissioners of

1B. Continuum of Care (CoC) Engagement

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Not Applicable	No	No
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	Yes	No
EMS/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	No
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	No
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Veterans Organizations	Yes	Yes	Yes
Community Action Agency/Shelter Provider	Yes	Yes	Yes
Faith-Based Community	Yes	Yes	No

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
 - 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
 - 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
 - 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**
- (limit 2,000 characters)**

(1) CoC members attend monthly meetings open to the public where knowledge, opinions and resources are shared. The CoC's specific strategy to solicit and consider opinions throughout the CoC included the development of a CoC wide Facebook page and upgrades to the CoC website. (2) In order to communicate public meetings and other related forums, the CoC meetings are advertised on the Carroll County government website, CoC web-page and Facebook page. A list serve has also been created to include all members and interested parties. A monthly email is sent to the list serve as a reminder for the meetings. This list serve is also used to share information. Social media is a quick and efficient outlet to contact members and recruit new participation. An Agency and Volunteer Donations form is available on the CoC website and Facebook page, where any agency or individual can indicate their interest as it pertains to homelessness. (3) Any information gathered at the CoC and other local human service meetings is disseminated through social media outlets,

email and, when necessary, hard copies are shared. Both Chairpersons of the CoC sit on the local Behavioral Health Advisory Board and Population Health Governance committee. At these meetings the Chairs invite committee members to participate in the CoC, share resources and gather information from other agencies about their work with homeless. CoC committees are also an important way to gather information and new approaches to homelessness. The Outreach committee of the CoC held two resource fairs that included over 40 vendors at each event. The vendors were comprised of Human Service agencies within the CoC covering a wide array of services and strategies to engage and assist the homeless. (4) The Collaborative Applicant's website was just revamped and complies with all ADA requirements, in addition all CoC announcements and documents are uploaded as PDFs and therefore accessible.

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

(1) A standing invitation and "how to get involved" statement is on the CoC's web page as well as the Facebook page. The CoC has an open invitation so that anyone can attend as many meetings as they are able to each year. This public invitation is open to the entire CoC geographic area. Monthly meetings are held in an accessible, central location. At each meeting names and email addresses are updated to ensure all members are included on the CoC list serve. Meeting reminders, minutes and agendas are distributed monthly. (2) The invitation process is communicated at local homeless resource fairs and vendors are invited to continue their work by attending and getting involved in the local CoC meetings. Both Chairpersons of the CoC sit on the local Behavioral Health Advisory Board and Population Health Governance committee and invite committee members to participate in the CoC. Each month, the CoC invites a guest speaker to present on the services they provide in the community and at the same time that provider can learn about the CoC and become an active member. (3) The Collaborative Applicant's website was just revamped and complies with all ADA requirements, in addition all CoC announcements and documents are uploaded as PDFs and therefore accessible. (4) The process of soliciting new members is a continuous effort throughout the year and in FY2019 the Circle welcomed 4 new members. (5) Anyone experiencing homelessness or who were formally homeless are welcome to join the CoC. The CoC currently has members who fall in these two categories. Outreach workers, peers and shelter case managers hold formal and informal meetings to invite individuals to CoC meetings. Even if individuals choose not to attend CoC meetings, meeting minutes are available and there are many ways to voice opinions including peer discussion, shelter resident

meetings, resource fairs and conversations with staff.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
- 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
(limit 2,000 characters)

(1) The Carroll County CoC has a transparent process in place to accept and consider projects from organizations that have not previously received CoC funding. On 7/22/19, the CoC notified the public that it was accepting project application proposals for the FY19 Continuum of Care NOFA. The notice specifically invited new applicants to apply for funding and included the funding available for the bonus and DV Bonus. The public was notified by the Collaborative Applicant (Local County Government) via a PDF posted on the Local Government Website and via a list serve message sent to all CoC members. Both are open to the public. In addition, the Collaborative Applicant (CA) discussed the DV Bonus with the CoC's DV provider and encouraged an application from this non CoC-funded organization. The notice included the steps necessary to apply to the Carroll County CoC, a link to HUD's NOFA, requested LOIs by 8/5/19, and requested project applications by 8/19/19. On 8/6/19, all interested applicants were provided with the CoC's Ranking Policy, and a PDF of the policy was posted on the Collaborative Applicant's (CA) website. (2) On 8/19/19, all project applications were received by the CA. CoC Board members (without a financial interest in the applications) reviewed and ranked the applications using HUD's 2019 Rating and Ranking Tool and the CoC Ranking Policy. The recommended applications and their rankings were approved by the full CoC Homelessness Board on 9/6/19, and all applicants were notified in writing by the CA on 9/13/19 of the status of each submitted project. The final project ranking was posted to the CA's website via PDF on 9/13/19 (3) The CoC publicly announced it was open to proposals on 7/22/19. (4) The Collaborative Applicant's website was just revamped and complies with all ADA requirements, in addition all CoC announcements and documents are uploaded as PDFs and therefore accessible. (5) N/A

1C. Continuum of Care (CoC) Coordination

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Not Applicable
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Faith-Based Community	Yes

Community Action Agency/Shelter Provider

Yes

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

(1) Located in a non-entitlement jurisdiction, the CoC works with the State of Maryland, the direct recipient of ESG, to plan for and allocate ESG funds. The CoC's Collaborative Applicant submits an annual competitive application to the State of Maryland – this is the only application to ESG from the CoC's geographic area. The State supports the CoC's needs each year with ESG funding for both emergency shelters and rapid rehousing projects. The State of Maryland has attended CoC Board meetings, provided technical assistance, monitored the ESG funds received by the Collaborative Applicant and worked with the staff of the Collaborative Applicant to utilize ESG funding in the most effective way. The Collaborative Applicant's ESG application described the need for homeless services in the CoC's geographic area and included: shelter and housing needs; housing stabilization strategies; emergency shelter policies; use of barrier reduction and Housing First models; outreach across the CoC's geographic area; connection of clients to mainstream resources; strategies to address returns to homelessness and reduce the length of time homeless; use of coordinated entry; project outcomes; and coordination with other funding sources and agencies. (2) The Collaborative Applicant's staff monitors, evaluates and reports to the State of Maryland on the performance of the CoC's ESG sub recipients and projects. The performance is reviewed by the CoC Board. If a project is not performing as required, staff meets with the sub recipient and requires a Corrective Action Plan to bring the project into compliance. The CoC also provides data to the State of Maryland through the data warehouse detailing the impact of ESG funds in the CoC's geographic area. (3) Annually the CoC reviews the States Consolidated Plan and provides feedback regarding local needs and challenges. The CoC is diligent about meeting its local goals while ensuring they remain consistent with the States Consolidated Plan.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.

Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated

Yes

Plan Jurisdictions.

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

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

Applicants must describe:

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

(1) In the CoC, Family & Children's Services (FCS) operates a Domestic Violence (DV) Safe House (DVSH) and provides trauma-informed, victim-centered services; prioritizing the safety needs of DV, sexual assault and stalking survivors who have been impacted by intimate partner violence (IPV) with residential and nonresidential services funded with local, state and federal (DOJ and HHS) funds. CoC protocol include an emergency transfer plan from shelter site to the DVSH. Community partners are trained to call the 24-hour DV hotline to have the survivor and dependents placed 24/7. The DVSH is at no cost to the family, providing meals, clothing, and toiletries and is in an undisclosed location to provide the most secure setting for survivors. (2) The CoC, via Coordinated Entry (CE) Policy, maximizes the survivor's choice for housing and services while ensuring safety and confidentiality. CE staff are effectively trained, using a trauma-informed care approach, to identify red flags and evaluate for IPV risk during the CE intake process to ensure the safety of the survivor. When appropriate and with consent, CE staff refer to the DV Hotline and DVSH, both available 24/7. CE staff ensure safety, planning, and confidentiality protocols are utilized during intake and planning process. CE staff document DV for priority of service, refer to community resources, while maintaining confidentiality. The survivors' choice to engage in services does not dictate the safety and support given during the survivor's stay in the DVSH. A survivor may choose to not continue safe housing as defined by the CoC; FCS staff help develop a safety plan. FCS staff are trained in the Maryland Safe at Home Address Confidentiality program (ACP) which provides a substitute address and free confidential mail-forwarding service. New in 2019, FCS staff will join the CE entry team, conduct weekly screenings, and offer DV assessments and services at the CE site, the CoC's Community Action Agency.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

- 1. CoC area project staff that addresses safety and best practices (e.g.,**

trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.
(limit 2,000 characters)

(1.) Trauma-informed care and victim-centered trainings are routinely provided to CoC area project staff as well as Coordinated Entry (CE) staff through the area Domestic Violence (DV) service provider. These trainings are based on best practices in Intimate Partner Violence (IPV), sexual assault, stalking, and dating violence. These trainings address the effects of trauma on the victims, impact on children that witnessed the violence, red flags indicating an abusive relationship, as well as individualized and victim-centered safety planning. Trainings on individualized safety planning that center on the victim and the victim's needs are crucial in serving DV survivors. Staff are trained to ensure victim-centered practices are implemented to establish feelings of safety, security, and control for the survivor. (2.) Utilizing the trauma-informed care approach, CE staff are effectively trained to identify red flags and evaluate for IPV risk during the CE intake process to ensure the safety of the survivor. When appropriate and with the survivor's consent, CE staff will make a referral to the area's Domestic Violence Hotline and Domestic Violence Safe House, which are both available 24 hours a day/7 days a week. CE staff ensure safety, planning, and confidentiality protocols are utilized during the intake process.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.
(limit 2,000 characters)

Data for domestic violence survivors is collected utilizing a comparable database, while preserving anonymity of survivors and following the protections put in place by The Violence Against Women Act (VAWA). The number of domestic violence survivors served and residing in the Domestic Violence Safe House are reported to the CoC. The CoC board reviews this aggregate data at board meetings and large community meetings held by the CoC. The CoC examines the aggregate data in order to determine the size of the population affected by domestic violence and homelessness. Once the population size and prevalence of domestic violence in the community is determined, the CoC can determine the resources necessary to address domestic violence in the community. Family and Children's Services (FCS), the agency that manages the Domestic Violence Safe House, utilizes the aggregate data as well by reporting the data to funding sources, including the Maryland Office of Victims of Crime and Maryland Governor's Office of Crime Control and Prevention. These agencies grant both state funding and pass through Federal funding, including HHS and DOJ. The Domestic Violence provider for the CoC is a voting member on the CoC, sits on the CoC board, and routinely communicates the special needs of victims of domestic violence, dating violence, sexual assault, stalking, and other forms of violence.

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Carroll County, Maryland	22.70%	Yes-HCV	Yes-HCV
Westminster City, Maryland	20.00%	Yes-HCV	No

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:

1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or

2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)

(1)Both PHAs in the CoC's geographic area have a homeless admission preference in their written policy. The CoC's largest PHA is also the Collaborative Applicant for the CoC, recipient of ESG funding and operates a State-funded RRH program for homeless youth. PHA leadership is active on the CoC Board as well as the Homelessness Board and its committees. The 2nd and smaller PHA partners with the CoC's Community Action Agency which operates a job training program for homeless individuals under accreditation by the State Division of Rehabilitation Services, giving homeless clients an additional housing preference with the PHA. (2) N/A

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If "Yes" is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The CoC works with the permanent supportive housing (PSH) providers and PHAs to enable movement of clients from PSH to PHA vouchers. This strategy has been successful with PHA vouchers accounting for 39% of the positive exits from PSH (Source: HMIS FY16 – FY18). The County PHA has collaborated with PSH providers to create a "move-on" strategy where all PSH participants are encouraged to complete HUD applications through the PHA upon entering the

PSH program. The PHA has provided tenant-based vouchers to be utilized by the PSH Provider for individuals from the program that no longer require the intensive services/supports offered through the PSH program. Vouchers are provided to the Community Action Agency for this purpose as detailed in the PHA's Administrative Plan. In 2018 the County PHA was awarded 22 vouchers under the 2018 Mainstream Voucher competition. The PHA has applied for additional Mainstream Vouchers through the FY19 Mainstream Voucher competition, focusing on individuals in PSH.

1C-5. Protecting Against Discrimination.

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.
(limit 2,000 characters)**

1. CoC has fully implemented an anti-discrimination policy, applicable to all projects, regardless of funding source, and all shelters and housing programs falling under the CoC have written policies and procedures pertaining to Fair Housing and Civil Rights. The Coordinated Entry (CE) Policy and Procedure explicitly addresses fair housing, and civil rights policy and procedures to prohibit discriminatory practices. All services are provided without regard for actual or perceived age, race, sex, sexual orientation, gender identity, or marital status. The CE assessment and eligibility screening do not require responses regarding any protected class: therefore, it is scored without bias and fairly ranks the severity of need through an objective, standardized, CoC wide needs assessment. 2. The CoC conducts an annual CoC wide training where staff are trained on anti-discrimination, how to address class discrimination in accordance with 24 CFR 5.1059(a)(2), inherent bias, as well as Fair Housing. In 2019 training was provided by Maryland Legal Aid, to ensure that the rights of all protected classes are respected. CoC's largest Public Housing Authority's Program Manager is a certified Fair Housing Specialist which is an additional resource for CoC program staff. 3. Training and policies require staff from all HUD funded programs to attend which ensures all applicants, participants and their families are granted Equal Access to Housing in all HUD programs. The training fosters a better understanding of needs, concerns, and policy creation to build and sustain culturally sensitive programs that meet the needs of all persons, regardless of their sexual preference or identity. Client-centered services encourage clients to choose the programs which best match how they identify, rather than the program providing placement based on a binary gender system, including allowing those residing in shelter to stay in the shelter that aligns with their self-identified gender.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?			Yes
FY2019 CoC Application	Page 12	09/24/2019	

2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	☒
2. Engaged/educated law enforcement:	☒
3. Engaged/educated local business leaders:	☒
4. Implemented communitywide plans:	☒
5. No strategies have been implemented:	☐
6. Other:(limit 50 characters)	
Law Enforcement Crisis Intervention Teams	☒
Mobile Crisis Response Teams	☒
	☐

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
 - 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
 - 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.**
- (limit 2,000 characters)**

1)The CoC Board adopted a Coordinated Entry (CE) policy that embodies a “no wrong door” approach to services and covers the entire geographic area of the CoC. All Emergency Shelters (except Cold Weather & DV), Safe Haven, RRH, & PSH in the CoC participate in CE. The CE policy was developed with input from HUD TA, the CoC's Community Action Agency; Local Gov't (Housing Authority & Collaborative Applicant); State Gov't (Health Department); Free Health Clinic (including mental health & substance use treatment); Area Agency

on Aging; DV Services & Safe House Provider; and Veteran Services Provider. All members provide services and conduct outreach throughout the entire CoC's geographic area. 2) Projects for Assistance in Transition from Homelessness (PATH) workers, homeless case managers and peer support specialists are part of CE and work in the CoC every day to reach those least likely to come in for services like youth, chronically homeless and homeless with behavioral health challenges. The CoC's Street Outreach committee coordinates specific homeless outreach events throughout the year at soup kitchens, libraries, parking lots and encampments throughout the CoC's geographic area. 3) CE is divided into three steps. Step 1 assesses client eligibility. Step 2 identifies diversion options like eviction prevention, mediation and housing with family/friends. Step 3 uses a standardized Needs Assessment to establish an objective score. Clients with the highest score are served first, and if two clients have the same score the length of time homeless is considered. For eligible clients, an immediate referral to a shelter or housing program is made. Multiple CoC members are trained in Step 1 and 2. Step 3 is completed by the Community Action Agency or the State Health Dept. Safety Protocols for survivors of violence are included in CE. Clients are placed on multiple waitlists at CE to ensure timely assistance.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. Discharge Planning Coordination.

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

Foster Care:	☒
Health Care:	☒
Mental Health Care:	☒
Correctional Facilities:	☒
None:	☐

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

***1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.**

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:

- 1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**
 - 2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**
- (limit 2,000 characters)**

(1) The CoC considers specific needs and vulnerabilities when reviewing, ranking and rating projects. Coordinated Entry, using the Continuum's Universal Needs Assessment, prioritizes clients with the highest vulnerability including a history of abuse or victimization; criminal history; street homelessness; current or past substance use; or low/no income. The CoC reviews project data to be certain that clients with the highest Needs Assessment scores, and thus the highest severity of need and vulnerability, are being served. The projects serving clients with the highest need are ranked higher. (2) The CoC gives consideration to projects devoted to the hardest to serve when ranking and reviewing projects. For example, all the Permanent Supportive Housing (PSH) projects in the Continuum have beds devoted to chronically homeless and every PSH project prioritizes all beds for chronically homeless. Since this is the only project type targeting chronically homeless, Permanent Supportive Housing Projects would score above other project types like RRH or SH. In addition, all current CoC projects only serve homeless with a disability. The challenges for this client are considered when reviewing the project's performance measures, especially for Increasing Participant Income. Since all participants in these three project types are disabled, they may have already obtained disability benefits and are unable to work, therefore, income does not increase. Additionally, clients may not be eligible for disability benefits and are still unable to work. Either scenario makes it difficult for participants to increase income and that difficulty is considered when reviewing project performance and determining ranking.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:

- 1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**
- 2. check 6 if the CoC did not make public the review and ranking process; and**
- 3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**
- 4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Process		including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	☒	1. Email	☒
2. Mail	☐	2. Mail	☐
3. Advertising in Local Newspaper(s)	☐	3. Advertising in Local Newspaper(s)	☐
4. Advertising on Radio or Television	☐	4. Advertising on Radio or Television	☐
5. Social Media (Twitter, Facebook, etc.)	☒	5. Social Media (Twitter, Facebook, etc.)	☒
6. Did Not Publicly Post Review and Ranking Process	☐	6. Did Not Publicly Post CoC Consolidated Application	☐

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 0%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

1. describe the CoC written process for reallocation;
 2. indicate whether the CoC approved the reallocation process;
 3. describe how the CoC communicated to all applicants the reallocation process;
 4. describe how the CoC identified projects that were low performing or for which there is less need; and
 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
- (limit 2,000 characters)**

(1) The CoC has a written reallocation policy. The CoC Board reviews performance of all renewal projects annually, including a performance evaluation based on HMIS, HMIS data quality, APRs, Project Applications and other HUD tools. Projects are also evaluated based on their contribution to HUD Policy Priorities. The Collaborative Applicant monitors all projects annually and presents fiscal, management & capacity issues to the CoC Board. Based on this multifaceted performance review, the CoC Board can recommend corrective action for a grantee, and if there are continuing performance issues after 1 year, involuntary reallocation. Voluntary reallocations are considered with priority given to plans that create new permanent supportive housing. (2) The CoC's Reallocation Policy was updated and approved by the CoC Board 7/29/19. (3) After approval by the CoC Board, the policy was distributed to applicants for all new and renewal projects. (4) The CoC Board, after reviewing

current year performance, did not recommend corrective action or involuntary reallocation, but did consider a written request to reallocate Safe Haven to Permanent Supportive Housing. The request was based on concerns about client outcomes including increasingly long lengths of stay & high returns to homelessness. The grantee presented a plan that would not displace any clients. The facility that currently houses Safe Haven will continue to be used for emergency shelter with no limits on length of stay. The focus of the case manager will be to place Safe Haven clients in a permanent housing slot with Permanent Supportive Housing slots created in the reallocation, implementing a stronger focus on the CoC Move-On Strategy for current clients in PSH and by utilizing the PHA's allocation of new Mainstream Vouchers and preference for homeless clients. (5) After reviewing the request and the plan for current clients, the CoC Board voted to accept the voluntary reallocation request.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is Yes
requesting DV Bonus projects which are
included on the CoC Priority Listing:

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	☒
2. Joint TH/RRH	☐
3. SSO Coordinated Entry	☐

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services	841.00
--------------------------	--------

the CoC is Currently Serving	80.00
------------------------------	-------

1F-2a. Local Need for DV Projects.

Applicants must describe:

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
(limit 500 characters)

1. Family and Children's Services, the CoC's DV provider supplied the data on need and # served. The provider sits on the CoC Board and are active in activities of the CoC. 2. The source of the data is Family and Children's Services and it is internal data based on the calls and requests that they received in the last fiscal year.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
Family and Childr...	082607797

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	082607797
Applicant Name:	Family and Children's Services of Central Maryland
Rate of Housing Placement of DV Survivors-Percentage:	10.00%
Rate of Housing Retention of DV Survivors-Percentage:	25.00%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:

1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

1. The applicant measured all placements to permanent housing destinations from shelter and then follow up for 6 months to see if the survivor is still housed.
2. The source of the data is internal data from the applicant - Family and Children's Services.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)

Since 2003, Family and Children's Services has been the sole comprehensive domestic violence program aiding domestic violence victims in Carroll County, MD. FCS provides many direct services that support a quick transition to permanent housing, and partners with other government organizations and nonprofit agencies to meet the individual needs of each client. Consistent with the Housing First Model, FCS does not require additional service/program participation requirements beyond what is typically included in a lease agreement. The goal is to move individuals and families from shelter into safe, secure housing that supports their long term needs. FCS currently manages project-based vouchers that serve elderly and understands the process of identifying housing that fit the participant's goals. All services are always trauma informed and victim centered. Currently through case management, counseling and financial resources, FCS facilitate housing identification so the individuals and families can become self-sufficient by: 1) Connecting with landlords to provide housing opportunities for individuals and families experiencing homelessness. 2) Checking with households at least weekly during their housing search and implementing a plan for each week a household does not identify housing. 3) Addressing potential barriers to landlord participation such as concerns about and tenant qualifications. 4) Assist households find and secure appropriate rental housing. 5) Cover move-in costs, deposits, and utility assistance necessary to allow individuals and families to move immediately out

of homelessness and to stable permanent housing.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

- 1. ensured the safety of DV survivors experiencing homelessness by:**
 - (a) training staff on safety planning;**
 - (b) adjusting intake space to better ensure a private conversation;**
 - (c) conducting separate interviews/intake with each member of a couple;**
 - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
 - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
 - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
 - 2. measured its ability to ensure the safety of DV survivors the project served.**
- (limit 2,000 characters)**

1. Safety of the client is of paramount importance to the staff of FCS. a) All FCS staff are trained, and all clients are encouraged to develop and modify as needed their individual safety plan. b) FCS is very careful to create space for victims that is private & confidential. The agency is currently in the middle of a capital project that will co-locate the agency's clinical services with the DV emergency shelter providing easier access for clients while providing an improved space for services. c) FCS provides services and conducts interviews individually d) Each survivors' safety plan addresses the safety consideration as it relates to different housing options like scattered site units. e) The congregate spaces operated by the applicant are evaluated and modified to be as safe as possible. Victims of crime often report feeling unsafe; years of trauma often perpetuate high levels of anxiety. To increase actual and perceived safety, video surveillance will be installed in each office location where victims are served as part of the agency's new capital project. f) Congregate living spaces managed by the applicant are solely for the use of survivors. 2. FCS's culture includes continuous review of where improvements are needed including changes that enhance the safety of DV survivors. Currently piloting a program with Westminster Police Department that is a Virtual Crisis Response, using Google Duo technology the case manager can speak face to face to a victim while on scene with an officer, moments after a domestic incident.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

- 1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
- 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;**
 - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures**

program participant staff interactions are based on equality and minimize power differentials;
(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
(g) offering support for parenting, e.g., parenting classes, childcare.
(limit 4,000 characters)

1. FCS, a private nonsectarian 501(c)(3), has a rich and diverse history of serving individuals and families in Maryland. Known for expertise in trauma informed care, serving over 9,000 individuals annually, FCS meets complex behavioral health and case management needs with a trauma informed and victim centered approach. FCS offers a full continuum of care including case management, behavioral health, housing and psychiatric services focused on strengths, building resiliency and working with individuals to live a healthy, productive, self-directed and self-sufficient life. 2) a) All FCS work is client centered and the choice to access the RRH funds and where a client chooses to reside is up to the client. FCS will ensure that the housing services provided are trauma informed, client-directed, respectful of individuals' right to self-determination, and voluntary. b) FCS serves some of the most vulnerable and traumatized in our community thus punitive interventions would never be considered. Evidence-based interventions are offered to help reestablish a sense of trust, safety and stability for survivors. Staff recognize that flexibility and willingness to respond to the victim's needs as they are presented is vital to the success. c) FCS Training Academy standardizes how trainings are implemented, assigned and distributed to staff. Yearly trainings will include topics such as Mental Health First Aid, Elder Abuse, Active Shooter Training, and ACEs (Adverse Childhood Experiences), and Underserved Populations plus requirements to maintain FCS CARF Accreditation. d) Case managers play a vital role for victims of crime. Best practices followed by FCS include: primary case manager, reviewing victims' rights and informed consent, establishing goals and individualized service plans, completing an initial assessment and reviewing it on an ongoing basis, locating appropriate resources, reviewing roles and responsibilities, monitoring circumstances that may impact the victim's safety, and initiating weekly clinical case conferences. e) Cultural responsiveness and inclusivity are central to the agency and staff are trained on equal access, cultural competency and non-discrimination. f) FCS provides for the needs of victims through therapeutic groups settings. g) Seeking help and reporting an instance of domestic abuse is a difficult decision and often crucial to the health of the victim; this action becomes even more crucial if the victim has children. FCS has skilled case managers receiving hotline calls and a trauma informed team including a child and adolescent board certified psychiatrist, over 20 clinical social workers and professional counselors and a psychiatric nurse practitioner who are able to meet the complex needs of victims and their children.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

FCS will assist survivors connect to community resources & supports that can help improve their health, safety and well-being and achieve long-term goals. Case managers play a vital role for victims of crime as echoed in the OVC's Human Trafficking E-guide. At FCS, case management is central in the provision of comprehensive victim-centered services. Case managers assist participants set goals, address barriers, monitor progress and provide transportation and connections. Case plans address a wide range of needs: 1-3) Child Custody, Legal Services & Criminal History: Case managers connect victims with local resources such as Women's Law Center & Legal Aid of MD for help with Peace/ Protective orders and other civil proceedings. FCS assists clients navigate the legal process with court accompaniment and obtaining immediate and long-term legal protections. 4-7); Bad Credit History; Education; Job Training; Employment: Participants are encouraged to go to job fairs, engage in workforce development activities, create a realistic budget and build credit. 8) Physical/Mental Healthcare: All new clients are encouraged to receive a diagnostic evaluation by a Psychiatrist, Psychologist, Clinical Social Worker or Counselor who are licensed & trained. Medication services are provided including prescriptions, monitoring & patient education. The counseling process assists victims with trauma recovery and empowerment; FCS's evidence-based interventions help reestablish a sense of trust, safety and stability. Referrals are made, as needed, to the County's free health & dental clinic 9) Drug & Alcohol Treatment: FCS offers substance abuse evaluation and assessment services to determine counseling methods and to assist the client to engage in more intensive treatment. 10) Childcare: FCS provides individual counseling for children to help them cope with trauma. Parents are also connected to parenting classes and other child services.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. WellSky

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	73	11	51	82.26%
Safe Haven (SH) beds	25	0	25	100.00%
Transitional Housing (TH) beds	0	0	0	
Rapid Re-Housing (RRH) beds	17	0	17	100.00%
Permanent Supportive Housing (PSH) beds	43	0	33	76.74%
Other Permanent Housing (OPH) beds	85	0	0	0.00%

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)**

(1) Bed coverage rate variances below 84.99% were identified in three project types: Permanent Supportive Housing (PSH) beds, Emergency Shelter (ES) beds and Other Permanent Housing (OPH) beds. Bed coverage was low in each area due to additional reporting requirements within the HIC, requiring the CoC to include specialized vouchers within their counts. This information is currently not inputted into HMIS causing the low bed coverage rates. The CoC will be working to rectify this discrepancy by adding both VASH and FUP (specialized) vouchers information into HMIS to ensure accurate data is reflected within HMIS bed coverage data. (2) The largest Public Housing Authority within the CoC uses the specialized vouchers, and is the Collaborative applicant for the CoC. They will begin working with the HMIS Program Coordinator to ensure that client information is input into HMIS regarding recipients of specialized housing vouchers. By inputting this information into HMIS the bed count will more accurately reflect the county's actual bed coverage eliminating the low bed coverage rates identified in this year's data.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).
(mm/dd/yyyy)** 01/22/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/22/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/29/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

- 1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC's sheltered PIT count results; or**
 - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

Not applicable.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed emergency shelter, No

transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count.

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC's unsheltered PIT count results; or**
 - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

1. While the CoC did not conduct an unsheltered count during the 2018 PIT, changes were made in the unsheltered count implementation from 2017 to 2019. The CoC always conducts a complete census, "night of" count, accompanied with a weeklong service-based count and HMIS data. The CoC canvasses the entire geography and surveys all people encountered during the count. In order to cover the geography of the large, rural county, additional outreach teams were created for the 2019 count. This included robust use of county government and CoC leadership, as well as local law enforcement. Law enforcement teams were on the ground during the count, and their knowledge of encampments was utilized in planning for the outreach event. The CoC then took data from surveys conducted on the streets and in encampments and used that information to compare PII and other unique identifiers used in HMIS. 2. Completing this additional cross check in HMIS ensured no client, sheltered or unsheltered, was counted twice. Additionally, the two extra outreach teams meant the count could be completed simultaneously, instead of teams traveling to multiple locations. Clients were found in locations not discovered in previous years. For example, a couple was counted who had been living in an abandoned trailer for several years. This knowledge was thanks in part to local law enforcement and the additional resources. The 2019 count is undoubtedly the most accurate and complete yet.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**

2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

1. The CoC utilized homeless and formerly youth stakeholders in the PIT planning process to identify ways to engage youth to complete the count. These stakeholders attended all PIT count planning sessions and were integral during the count itself. Additionally, the CoC has participated in the Maryland Youth REACH count for the last two years. The PIT committee implemented tools, including recruiting youth, incentives, and targeting youth-oriented areas, that were found to be successes during the Youth REACH count. Maryland Youth REACH has now become a youth demonstration project the CoC will be participating for the third time in March 2020. All locations serving homeless youth participated in the service-based count. Carroll County Public Schools (CCPS) was also a participant in the PIT count and represented in-school, homeless youth. CCPS utilized Pupil Personnel Workers to engage youth 18 and over still in the school system to participate in the survey. 2. Youth stakeholders in the county were vital in identifying locations youth could be found around the county. This PIT, the Chester Café, a newly opened Non-Profit Teen Space, participated in the count. They provide a safe space for teens and are a known hangout space for homeless youth. Staff already working with homeless youth were able to meet youth where they were comfortable completing the survey. 3. This PIT, a homeless youth assisted other youth in completing surveys at a Peer Support Wellness & Recovery Center on behalf of the CoC.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:

1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.
(limit 2,000 characters)

1. The CoC implemented a new Coordinated Entry process in 2018 which prioritizes clients based on need and length of time homeless. Chronically Homeless (CH) are prioritized for shelter and RRH & are included in the sheltered count. The CoC received CDGB funding for 2 Homeless Case Managers (HCMs) to work specifically with unsheltered homeless individuals as they access further supports, like shelter. Both HCMs participated in the street count and were able to identify CH and locations. The HCM's relationship with CH aided in the accurate completion of surveys. Additionally, HCMs trained the PIT outreach workers about CH questions. 2. The CoC has one shelter dedicated to Families with children, and it was included in the sheltered count. Pupil Personnel Workers from Carroll County Public Schools (CCPS) encouraged families with school aged children to participate in the PIT. CCPS surveyed families utilizing motel vouchers. 3. Veterans continue to be a priority population for the CoC. The Veteran Services Program (VSP) of Carroll County was able to use private funds to house 1 veteran household of 3 in a motel on the night of the count. This program also meets regularly with various agencies, including VA staff, to update the Veteran By-Name list. Therefore, any Veteran that would have needed shelter on the night of the count would have had that

opportunity to have been counted. The CoC trains staff and volunteers on how to ask questions to appropriately count Veterans. A client is asked if they are a Veteran, have ever served in the Coast Guard, or have ever received VA benefits. The VSP then able to contact the VA and verify veteran status.

3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.
--

226

3A-1a. First Time Homeless Risk Factors.

Applicants must:

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

(1) The CoC uses the following risk factors to identify persons becoming homeless for the first time: Risk Priority Rating (as determined by the county-wide Needs Assessment), income (below 200% of poverty for family size), Earned Income Tax Credit eligibility, eviction notices, threat of eviction, and utility cut-off or utility restoration notices. The CoC Executive Committee collects and analyzes local data from HMIS and other sources such as United Way, local Public Schools, Workforce Innovation Opportunity Act, Health Department, and the Community Action Agency-coordinated entry/shelter provider (CAA). This data informs strategic planning to address the risk factors presented. (2) The CoC has robust prevention services to assist individuals or families who are

at imminent risk of homelessness due to income insecurity, eviction, utility cut off or utility restoration. Services are accessed directly via walk-in, phone, email, or community partner referral. All at-risk individuals participate in a screening process, with homeless diversion as the first goal. The CoC collaborates with foundations, faith-based charities, and local agencies to raise funds to meet needs, resolve lease violations, and prevent eviction. CAA staff review and certify eligibility for services, advocate on behalf of the client, and leverage local funding to prevent homelessness. The CAA conducts county-wide outreach services in public libraries and provides dynamic financial education and free tax preparation services. The CAA staff complete a needs assessment for each household. Information and referrals are shared to assist and prevent future crisis, including homelessness. As a result of these efforts, the CoC has decreased first time homelessness by 70 individuals in one year. (3) The CoC Board, comprised of community leaders and stakeholders, is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.

164

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

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

(1) CoC strategy to reduce LOT homeless is a coordinated system of assessment and intake utilizing coordinated entry (CE) and housing and shelter services that are low barrier and embrace Housing First. The Community Action Agency (CAA) shelter/CE provider has transformed agency structure to provide client-centered, wrap-around services that engage homeless sooner and longer. To decrease LOT homeless the CAA has fully integrated Shelter and Housing with employment and financial education services; begun bi-weekly staff meetings to discuss hard-to-serve clients with longest shelter stays to increase level of care, incentivize, and secure housing; adopted new engagement strategies embracing strength-based case management and motivational interviewing techniques; and hired 2 new case managers to conduct outreach to chronically street homeless. (2) CoC identifies LOT via HMIS. To address increase in LOT homeless, CoC has launched several new initiatives: CoC CE team meets monthly to provide multi-disciplinary support to street homeless, utilizing a chronic homeless BNL; County PHA and CAA are members of the Landlord Association regularly networking with landlords; CAA started a

Housing Navigator pilot program to strengthen landlord relations, advocate for clients with significant barriers, receive apartment leads, and rapidly house; finally the CoC is revamping the County's entire emergency shelter system, while increasing PSH, and case management services. The CoC is applying to reallocate Safe Haven to Permanent Housing funding, creating more affordable housing units for our chronic homeless and then will pilot a year-round night-by-night shelter (currently cold weather) to regularly engage homeless and encourage housing and services year-round. (3) CoC Board is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	49%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	93%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

(1) The CoC's strategy to increase the rate at which individuals and families in emergency shelter (ES,) safe haven (SH,) transitional housing (TH) and rapid rehousing (RRH) exit to permanent housing (PH) destinations is to offer intensive case management services and identify and alleviate barriers to permanent housing. CoC staff regularly attend local Landlord Association meetings to make connections with landlords, advocate for participants and create relationships so clients can quickly access available apartments and stay

housed. All housing and shelter programs follow a Housing First Model to ensure everyone has immediate access to available beds and units. Coordinated entry staff work closely with shelter and RRH staff to identify eligible participants immediately to fully utilize available funding. Both CoC's PHAs dedicate vouchers for homeless. Shelter and housing services are fully integrated with job training and financial services to help client increase income and increase financial literacy, so they remain housed. Exits to permanent housing are up 16% in one year. (2) The CoC Board is responsible for overseeing the strategy to increase the rate at which individuals and persons in families in ES, SH, TH and RRH exit to PH destinations. (3) The CoC's strategy to increase the rate at which individuals and families in PH retain their PH or exit to PH destinations centers around case management across service lines that follow a multi-prong, client-centered approach, with a focus on community integration. PH clients have a dedicated case manager to encourage income and housing stability and a partnership with CoC PHAs cements a strong Move-On strategy. The CoC consistently has rates in the mid 90's for housing stability in PSH. (4) The CoC Board is responsible for overseeing the CoC's strategy to increase the rate at which individuals and families in PH projects, other than RRH, retain or exit to PH destinations.

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	4%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	9%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:

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

1) CoC identifies the common factors of individuals and persons in families who return to homelessness by using a Common Needs Assessment to evaluate housing barriers. Data collected includes income, credit history, education, military history, rental history, previous/current incidence/s of homelessness with LOT, prior incarcerations, prior hospitalizations, and medical and behavioral health history. The most common factors contributing to returns to homelessness include lack of income, recurring substance abuse, lack of affordable housing, lack of employment and lack of affordable childcare. CoC collects and analyzes data and information from HMIS, United Way, Public

Schools, Workforce Innovation Opportunity Act, Health Department and Community Action Agency/shelter provider. Data is shared and reviewed by the CoC Board and used in strategic planning to add ways to further reduce returns to homelessness. 2) CoC's strategy to reduce returns to homelessness is to provide comprehensive supports and services to address the most common factors. All homeless individuals are referred to entitlement programs, SSI/SSDI Outreach Access and Recovery Program, energy assistance, financial education and appropriate employment services. To combat substance abuse, additional county and state funding has been invested in prevention and treatment, as well as new detox services. State funds support 24/7 Mobile Crisis Response Team that collaborates with homeless service providers. CoC's homeless case managers follow up with exiting households at 30, 60, and 90 days to ensure the household is thriving, maintaining housing, and provides services if needed. CoC conducts regular outreach events to ensure community is knowledgeable about services. CoC's collective efforts have contributed to a decrease in returns to homelessness by 4%. (3) CoC Board is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	9%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	23%

3A-5a. Increasing Employment Income.

Applicants must:

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

(1) All CoC clients are offered employment supports to boost job readiness & skill levels via programs such as Workforce Innovation and Opportunity Act (WIOA), America's Job Center (AJC), Community Action Agency (CAA) job program, Evidence-Based Practice Supported Employment Programs, and Volunteerism. The CoC monitors job & income growth via HMIS for all CoC programs. During intake, a common Needs Assessment is completed to quantify whether a household is thriving or in need of services around employment and income. Clients are referred immediately to appropriate

employment resources. (2) CoC funded programs uses motivational interviewing & partnerships to encourage clients to work or volunteer to increase self-worth and prepare for employment. The CAA job training program is now a Dept of Rehabilitative Services (DORS) Accredited Vendor and is the County's only SNAP Employment and Training Provider. The CAA job training program has a Job Developer who creates employment opportunities for those with significant barriers to employment. Fully integrated with CAA shelter/housing services, the job training program can rapidly secure employment for unemployed homeless clients and provide ongoing job support to ensure continued employment. (3) America's Job Center (AJC) is a member of the CoC Executive Board. AJC regularly holds job fairs, workshops, and training opportunities for clients. AJC, CAA, and other WIOA partners work closely to prepare clients for employment w/ on-the-job training, internships and employment opportunities that promote the recovery and well-being of permanent housing clients. All WIOA partners (AJC, CAA, Dept of Social Services, and DORS) meet quarterly to collaborate and use a universal referral to streamline services and ensure maximum participation. (4) The CoC Board, comprised of community leaders and stakeholders, is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

(1) All CoC clients complete a Common Needs Assessment during program intake to assess for income and food insecurities. These results identify needed non-cash benefits (i.e. SSI SSDI, TDAP, TANF, SNAP, WIC etc.) Additionally, in Carroll County, there are nine staff through various organizations trained to complete Social Security applications in the SSI/SSDI, Outreach, Access and Recovery (SOAR) model to expedite the process of attaining social security benefits. In addition, the CoC plans to increase those trained in the SOAR model by identifying student interns and key staff to obtain the training in order to decrease wait times to become linked to a SOAR case manager. Clients are immediately referred to appropriate resources. During intake clients are also given a community resource packet including soup kitchens and food pantries to supplement needs and entitlements. (2) CoC case managers assist clients in accessing non-cash benefits by advocacy, securing necessary paperwork, and providing transportation to appointments and collecting documents. Local Department of Social Services is a member of the CoC Executive Committee and provides access to benefits at their office or in the community. The Community Action Agency (CAA) shelter provider has just become a SNAP Outreach provider. Clients will be able to sign up for benefits in CAA lobby (centrally located in the county seat and co-located with additional service providers) and case managers have log in rights to enroll clients and expedite access to non-employment cash benefits. CoC Executive Board Members also include the local health department and the county's free integrated health clinic; these partners work closely to diagnosis and document disabilities to

access additional cash benefits. (3) The CoC Board, comprised of community leaders and stakeholders, is responsible for overseeing the CoC's strategy to increase non-employment cash income.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and

2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.

(limit 2,000 characters)

(1) The CoC promotes partnerships and access to employment opportunities by connecting mainstream resources and public and private employment organizations with the homeless community. America's Job Center (AJC) and Community Action Agency (CAA) shelter/housing/job training provider are members of the CoC Board. The AJC and CAA, along with local Workforce Investment Board, Department of Social Services, higher education, Supported Employment, and the Senior Community Services Employment Program work collaboratively to provide employment services. The CAA job training program, designed to serve homeless, receives priority service with Workforce Innovation Opportunity Act, direct follow up calls from mainstream partners & expedited services. The CAA shelter and permanent housing provider is also a member of a county-wide partnership with additional behavioral and developmental health employment providers. Specialized job fairs are conducted to reach out to employers who will hire high barrier individuals. The CAA networks with 15 – 20 local employers who employ referred clients. (2) The CAA is an accredited job training provider with Dept. of Rehabilitative Services and a SNAP Employment and Training vocational services provider. The CAA provides daily, meaningful education & training services for permanent housing participants and refers clients to additional mainstream services, AJC training opportunities, and community employment operating the community's free clothing store. Homeless individuals are immediately put to work for their community while learning valuable life skills. Job training and solid mainstream partnerships provide for clients' long-term recovery and well-being. Clients are also referred to Financial education workshops and coaching to help manage their income. Those with a severe and persistent mental illness are referred to Supported Employment.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	☐
--	--------------------------

2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	☐
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	☐
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	☐
5. The CoC works with organizations to create volunteer opportunities for program participants.	☐
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	☐
7. Provider organizations within the CoC have incentives for employment.	☐
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	☐

3A-6. System Performance Measures 05/31/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	☒
2. Number of previous homeless episodes	☒
3. Unsheltered homelessness	☒
4. Criminal History	☒
5. Bad credit or rental history	☒
6. Head of Household with Mental/Physical Disability	☒

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and

3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.

(limit 2,000 characters)

(1) Since 2014, the CoC served 865 unduplicated homeless adults & children in families. During the same period the CoC's RRH program served 152 individuals in families or 18% of those in need. Those in RRH stayed an average of 6 months and 78% remained permanently housed after services ended. While the RRH strategy has been successful, the CoC is challenged by limited housing that will accept short term rentals; flat funding while rents continue to increase; and the local implementation of a coordinated entry process following HUD's best practices, that prioritizes clients based on need, not family status. To enhance outcomes and address these challenges, the CoC joined National Alliance to End Homelessness's RRH Learning Collaborative & launched a Housing Navigator Pilot Program. CoC agencies regularly attend Landlord Association meetings to make connections with landlords, advocate for clients, and quickly access available apartments. All housing and shelter programs follow a Housing First Model. The RRH case manager ensures all housing applications are completed and timely. During intake for all programs, a Common Needs Assessment is used to quantify a household's barriers including wellbeing, health, education, and income. The results identify programs and services to assist the household and eliminate barriers. (2) A service plan is constructed with the RRH recipients to provide support and strategies to maintain housing with weekly intensive case management. Staff meet with participants monthly for up to 24 months and conduct follow up services after program exit. Clients are also enrolled into financial coaching services to learn how to manage their money and save for emergencies. This year the CoC has secured additional State RRH funds including a set aside to serve youth households including parenting youth. (3) The CoC's Community Action Agency is responsible for strategies to rapidly re-house households with children within 30 days.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	☒
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	☒
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☒

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

☐

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	☒
2. Number of Previous Homeless Episodes	☒
3. Unsheltered Homelessness	☒
4. Criminal History	☒
5. Bad Credit or Rental History	☒

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
 - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

(1) The CoC increased housing & services for all homeless youth by securing dedicated, state funded youth RRH and case management. The Public Housing Authority (PHA) and the Connecting Youth in Carroll homeless clinical case manager (HCCM) partnered to implement the new youth-focused service. The PHA and HCCM participate in Coordinated Entry; meet weekly to discuss all youth that may be eligible; help youth identify barriers to housing and develop short- and long-term case plans to maintain housing. Eligible youth are also referred to Family Unification Program (FUP) vouchers. The PHA works with Dept. of Social Services to identify homeless youth existing foster care who may be eligible for FUP. Additional youth focused services through the PHA include the Family Self Sufficiency (FSS) FUP Demonstration which allows FUP youth that work with FSS 5 years of voucher assistance vs. 3 years. FSS/FUP Participants work to achieve participant goals geared toward achieving financial self-sufficiency. This year the Connecting Youth Coordinating Council, an advisory group of 15 agencies, all of which are represented on the CoC, has included a new youth representative on the Council. This youth was formerly homeless and has lived experience that will help shape youth policies and initiatives. The HCCM facilitates a weekly psycho-education support group, designed to provide a forum for homeless youth to connect, share strategies and resources, and build a support network. The CoC also participates in MD's Youth Reach Initiative a cooperative effort between the MD Dept. of Housing and Community Development, the University of MD School of Social Work and CoC's to count homeless youth across Maryland. The CoC participates in outreach efforts, recruits youth ambassadors and volunteers, and surveys homeless youth throughout the CoC. The data collected is incorporated into a statewide report that informs policies and the collective work being done across the state to end youth homelessness. (2) All youth, sheltered or unsheltered are eligible for all youth programming and services. The CoC efforts are focused on reaching and connecting with unsheltered youth using Peer Support Specialists (PSS) and the HCCM who serve these youth where they are including at local libraries, parks and encampments. Transportation services are provided, either through the HCCM or with vouchers for the public transit system. The CoC Outreach Committee coordinates quarterly community-based Resource Fairs aimed at connecting these youth with multiple agencies and resources, at one time, in one location. The PSS and HCCM participate in Outreach meetings to ensure specific connections to resources are identified and available. The Youth Reach Committee (sub-committee of the Outreach Committee) will also be conducting a two-week PIT of all sheltered and unsheltered homeless youth, utilizing PSS and HCCM to help identify and locate unsheltered youth.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

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

(1) The CoC tracks homeless youth data through a By-Name List and HMIS. The list is reviewed by all key agencies on a weekly basis. The CoC has also created a Connecting Youth Council which meets quarterly to review strategies, coordinate outreach, exchange referrals and other pertinent information designed to eliminate silos of services for disconnected and homeless youth. This council consists of 15 agencies and businesses throughout the CoC. The data tracked in HMIS reflects that the clinical case management services and the dedicated youth rapid re-housing funds are working to reduce the number of unaccompanied youth within the CoC. In addition, the Connecting Youth program collects performance measure data that demonstrates the number of youth facing homelessness and housing insecurity, and the number of youth who are subsequently housed. The clinical case manager also reviews each youth's case plan at 30 and 90 days to ensure that barriers to homelessness are being reduced and or eliminated. (2) HMIS data reflected an unduplicated count of 81 unaccompanied homeless youth in FY 16, 50 in FY 17 and 46 in FY 18. The Connecting Youth Program barrier assessment data for FY 19 indicates that 55 of the 75 youth who participated in the program had housing instability and or homelessness, with 32 successfully obtaining housing. By reviewing HMIS, the by-name list, and the Connecting Youth in Carroll performance measure data, outcomes around youth homelessness are tracked, reviewed and shared by partner agencies to ensure connections to housing and accurate unduplicated counts. Other indicators of success, such as increased employment rates, re-enrollment in education and participation in mental health and substance use treatment are measured via HMIS and through performance measure data from the Connecting Youth program. (3) Due to the continued drop in the unduplicated count of unaccompanied youth in the past three years, coupled with an increase in youth accessing Rapid Re-housing funds, the CoC is confident the increased housing and services for disconnected and homeless youth are effective in serving the CoC's youth.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**
- 2. how the CoC collaborates with:**
 - a. youth education providers;**
 - b. McKinney-Vento Local LEA or SEA; and**
 - c. school districts.**

(limit 2,000 characters)

(1)(a)(b)(c) The LEA has a formal partnership with the Youth Education Provider, Partners for Success, to provide required services. All CoC shelter providers for families with children have a MOU with the State Parents as Teachers program and with the LEA. Finally, the CoC Homelessness Prevention Service provider has a formal partnership with the LEA to prevent homelessness among families with children. (2)(a) All CoC providers who serve homeless children collaborate with youth education providers such as Head Start, the Community Action Agency's Family Center, Partners for Success

(special education), Parents as Teachers Program and the Boys & Girls Club. (2)(b) A LEA Representative from the school district attends CoC meetings, serves on CoC committees and brings issues to the CoC. The McKinney-Vento LEA representative works to remove barriers to education for homeless youth and collaborates with all CoC homeless service providers who serve children. Through these partnerships, LEA staff are committed to providing educational services to all those who are eligible, ages Pre-K through 12th grade. Via Title I funding, LEA staff partner with CoC homeless service providers to arrange for tutoring and counseling services for students living in the shelters. The LEA works to enroll students, arrange transportation services and meet other student needs. The LEA also serves on the CoC subcommittee for homeless youth. This committee carries out the expectations of the McKinney-Vento SEA to survey and support unaccompanied youth under age 24. The LEA participates in outreach activities to spread awareness of the SEA's effort to identify and serve at-risk homeless youth. The LEA works collaboratively to assist with the CoC PIT Survey by advertising the PIT Count to homeless families and surveys homeless unsheltered individuals with school-aged children. (2)(c) In the Carroll County CoC the School District and LEA are one in the same.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

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

The CoC shelter and housing programs have written policies in place to ensure all children are enrolled in educational services. On the day the family with school-aged children enters the shelter, the shelter manager calls the LEA Pupil Personnel Worker (PPW). The PPW works with the family and shelter management to verify the homeless status and to expedite the school enrollment process. Students may continue to attend their current school (school of origin) unless the parent chooses for the student to transfer to the school where the shelter is located. The PPW arranges transportation for students. In the event that the PPW cannot be reached, shelter management contacts the LEA Homeless Liaison to facilitate enrollment and transportation. Shelter staff notifies families about LEA tutoring and counseling services available during the shelter stay and encourage families to participate. Shelter management and the PPWs collaborate during the family's stay at the shelter to provide these services and address concerns. When a family is scheduled to leave the shelter the PPW is notified so that continuity of services can be maintained and any necessary arrangements for school can be made. If a young child is not school-aged, shelter staff will make a referral to early childhood programs, Head Start and Maryland Family Network, as needed. The CoC and youth educational partners collaborate to identify homeless individuals for services. Because youth and educational partners serve on the CoC Homelessness Board, all parties are aware of each other's services and refer students and their families to appropriate agencies as needed.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

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

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC Yes
uses an active list or by-name list to identify
all veterans experiencing homelessness in
the CoC.

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is Yes
actively working with the U.S. Department of
Veterans Affairs (VA) and VA-funded
programs to achieve the benchmarks and
criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC No
has sufficient resources to ensure each
veteran experiencing homelessness is
assisted to quickly move into permanent
housing using a Housing First approach.

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC's Racial
Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	☒
2. People of different races or ethnicities are less likely to receive homeless assistance.	☐
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	☒
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	☐
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	☐
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	☐
7. The CoC did not conduct a racial disparity assessment.	☐

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	☒
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	☐
3. The CoC has identified strategies to reduce disparities in their homeless system.	☒
4. The CoC has implemented strategies to reduce disparities in their homeless system.	☒
5. The CoC has identified resources available to reduce disparities in their homeless system.	☒
6: The CoC did not conduct a racial disparity assessment.	☐

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits.

Applicants must:

1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;

4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and

**5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.
(limit 2,000 characters)**

(1) The CoC partners w/the Department of Social Services (DSS) to assist individuals apply for mainstream benefits (TANF, TDAP, and SNAP) & educate partners on available benefits. Representatives from DSS sit on the CoC Board, attend monthly detention center Re- Entry meetings, & attend monthly SSI/SSDI, Outreach, Access and Recovery (SOAR) meetings. Community agencies refer individuals who are homeless and diagnosed with a serious and persistent mental illness to the local SOAR lead to expedite SSI/SSDI applications. These benefits aid individuals obtain housing & other eligible benefits. The Community Action Agency (CAA) administers Energy Assistance and is a SNAP Outreach provider. Energy Assistance Case Workers identify benefits the individual /family is eligible for and refer accordingly. CAA staff can help clients sign up during appointments. Access Carroll, Behavioral Health Services provide full-time walk-in substance abuse screening & integrated health services, including ambulatory detox and Narcan training. (2) The CoC holds monthly meetings where providers share information about benefits & services for homeless. DSS, Access Carroll, the Local Behavioral Health Authority and the CAA, not only attend community meetings but sit on the Executive Board of the CoC. The CoC sends email alerts, press releases, and social media announcements to disseminate information. (3) The CAA is a free tax preparation site, in conjunction with the Affordable Care Act, which screens clients for healthcare needs & refers to Navigation services at Access Carroll, a community health safety-net. (4) Access Carroll is a host site for full-time state health exchange insurance and Medicaid enrollment services. Clients who may be eligible for other public/private services & resources are provided referrals, navigation, and case management. (5) The CoC Board is responsible for overseeing the CoC's strategy for mainstream benefits.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	6
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	6
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are

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

(1) CoC's Street Outreach Committee (SOC) works strategically to ensure that all persons experiencing unsheltered homelessness are identified and engaged using methods that include working with partners to identify new or re-established encampments so that PATH, Community Action Agency (CAA) case managers and Coordinated Entry workers may engage and provide appropriate resources and referrals. The CoC SOC works to engage homeless individuals/families by holding quarterly outreach fairs around the county and in tandem with the PIT and Youth counts. Additionally, the CoC has developed a Youth Committee which is comprised of agencies working with unaccompanied homeless youth. Due to the collaborative nature of the county agencies, as well as the small geographic area, the CoC has a good grasp of all homeless within the CoC including unsheltered. (2) The SOC strives to reach 100% of the CoC geographic area by conducting outreach to all areas including abandoned cars, woods, tent communities, parking lots, train tracks, under bridges, soup kitchens, parking garages, homeless shelters, etc. As a rural community, the CoC relies on law enforcement, libraries, public school system, soup kitchens, faith-based organizations and other agencies to advise on the location of homeless individuals/families, and to set up outreach activities accordingly when alerted to those in need. (3) Local PATH, CAA Case Managers, and Coordinated Entry (CE) staff conduct outreach on a daily basis to locate new and existing homeless individuals. In addition, staff respond to agency requests for outreach. (4) The CoC has tailored its street outreach to persons experiencing homelessness who are least likely to request assistance by meeting individuals where they are including youth, chronically homeless and those with behavioral health challenges. While working with other agencies, the SOC has created a team approach to alert one another of individuals who are homeless and in need of services.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	40	17	-23

4A-5. Rehabilitation/Construction Costs–New No Projects.

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY

FY2019 CoC Application	Page 50	09/24/2019
------------------------	---------	------------

**2019 CoC Program Competition is requesting
\$200,000 or more in funding for housing
rehabilitation or new construction.**

4A-6. Projects Serving Homeless under Other Federal Statutes. No

**Applicants must indicate whether the CoC is
requesting to designate one or more of its
SSO or TH projects to serve families with
children or youth defined as homeless under
other federal statutes.**

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/17/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No	Carroll County Mo...	09/19/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	Carroll County PH...	09/19/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CoC Standard Asse...	09/13/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Public Posting 15...	09/13/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Public Posting 15...	09/24/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Public Posting Lo...	09/13/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Public Posting Lo...	09/13/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No	Local Workforce A...	09/24/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparity ...	09/16/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No	Westminster City ...	09/19/2019
Other	No		

Other	No		
-------	----	--	--

Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description: Carroll County Moving On Multifamily Preference

Attachment Details

Document Description: Carroll County PHA Administration Plan
Preference

Attachment Details

Document Description: CoC Standard Assessment Tool

Attachment Details

Document Description: Public Posting 15 Day Notification Outside
esnaps Projects Accepted

Attachment Details

Document Description: Public Posting 15 Day Notification Outside
esnaps Projects Reduced Rejected

Attachment Details

Document Description: Public Posting Local Competition Deadline

Attachment Details

Document Description: Public Posting Local Competition Announcement

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Local Workforce Agreement

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Attachment Details

Document Description: Westminster City PHA Administration Plan
Preference

Attachment Details

Document Description:

Attachment Details

Document Description:

2019 HDX Competition Report

PIT Count Data for MD-506 - Carroll County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	136	147	173	144
Emergency Shelter Total	81	86	82	97
Safe Haven Total	23	25	22	24
Transitional Housing Total	32	14	47	0
Total Sheltered Count	136	125	151	121
Total Unsheltered Count	0	22	22	23

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	10	20	31	44
Sheltered Count of Chronically Homeless Persons	10	17	28	36
Unsheltered Count of Chronically Homeless Persons	0	3	3	8

2019 HDX Competition Report

PIT Count Data for MD-506 - Carroll County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	22	10	18	12
Sheltered Count of Homeless Households with Children	22	10	18	10
Unsheltered Count of Homeless Households with Children	0	0	0	2

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	6	3	8	6	6
Sheltered Count of Homeless Veterans	6	3	6	4	4
Unsheltered Count of Homeless Veterans	0	0	2	2	2

2019 HDX Competition Report

HIC Data for MD-506 - Carroll County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	73	11	51	82.26%
Safe Haven (SH) Beds	25	0	25	100.00%
Transitional Housing (TH) Beds	0	0	0	NA
Rapid Re-Housing (RRH) Beds	17	0	17	100.00%
Permanent Supportive Housing (PSH) Beds	43	0	33	76.74%
Other Permanent Housing (OPH) Beds	85	0	0	0.00%
Total Beds	243	11	126	54.31%

2019 HDX Competition Report

HIC Data for MD-506 - Carroll County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	20	23	36	18

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC		9	10	5

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC		32	40	17

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for MD-506 - Carroll County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	392	379	110	124	14	87	94	7
1.2 Persons in ES, SH, and TH	427	403	144	164	20	97	110	13

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	382	379	273	381	108	116	198	82
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	427	403	298	419	121	145	254	109

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	12	2	17%	0	0%	1	8%	3	25%
Exit was from ES	106	2	2%	6	6%	4	4%	12	11%
Exit was from TH	20	0	0%	2	10%	0	0%	2	10%
Exit was from SH	11	2	18%	1	9%	0	0%	3	27%
Exit was from PH	14	0	0%	0	0%	1	7%	1	7%
TOTAL Returns to Homelessness	163	6	4%	9	6%	6	4%	21	13%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	147	173	26
Emergency Shelter Total	86	82	-4
Safe Haven Total	25	22	-3
Transitional Housing Total	14	47	33
Total Sheltered Count	125	151	26
Unsheltered Count	22	22	0

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	428	403	-25
Emergency Shelter Total	356	330	-26
Safe Haven Total	47	38	-9
Transitional Housing Total	82	54	-28

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	27	37	10
Number of adults with increased earned income	0	2	2
Percentage of adults who increased earned income	0%	5%	5%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	27	37	10
Number of adults with increased non-employment cash income	6	10	4
Percentage of adults who increased non-employment cash income	22%	27%	5%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	27	37	10
Number of adults with increased total income	6	12	6
Percentage of adults who increased total income	22%	32%	10%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	37	22	-15
Number of adults who exited with increased earned income	3	2	-1
Percentage of adults who increased earned income	8%	9%	1%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	37	22	-15
Number of adults who exited with increased non-employment cash income	13	5	-8
Percentage of adults who increased non-employment cash income	35%	23%	-12%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	37	22	-15
Number of adults who exited with increased total income	15	7	-8
Percentage of adults who increased total income	41%	32%	-9%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	354	308	-46
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	87	100	13
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	267	208	-59

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	402	339	-63
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	106	113	7
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	296	226	-70

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	92	11	-81
Of persons above, those who exited to temporary & some institutional destinations	17	1	-16
Of the persons above, those who exited to permanent housing destinations	22	3	-19
% Successful exits	42%	36%	-6%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	320	350	30
Of the persons above, those who exited to permanent housing destinations	106	172	66
% Successful exits	33%	49%	16%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	53	46	-7
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	50	43	-7
% Successful exits/retention	94%	93%	-1%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

MD-506 - Carroll County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	79	79	82	76	25	32	14	47	37	41	41	38			32	40				
2. Number of HMIS Beds	79	79	76	76	25	32	14	47	37	41	41	38			32	40				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	92.68	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00			100.00	100.00				
4. Unduplicated Persons Served (HMIS)	360	376	382	351	54	56	82	54	51	58	55	48	32	15	64	87	40	67	99	128
5. Total Leavers (HMIS)	307	312	325	296	31	30	29	54	10	12	11	14	24	8	37	60	21	16	96	12
6. Destination of Don't Know, Refused, or Missing (HMIS)	125	113	134	110	0	4	7	4	2	1	1	0	0	0	8	0	8	5	14	6
7. Destination Error Rate (%)	40.72	36.22	41.23	37.16	0.00	13.33	24.14	7.41	20.00	8.33	9.09	0.00	0.00	0.00	21.62	0.00	38.10	31.25	14.58	50.00

2019 HDX Competition Report

Submission and Count Dates for MD-506 - Carroll County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/22/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/29/2019	Yes
2019 HIC Count Submittal Date	4/29/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

Accessibility of the Application Process

Carroll County Housing ensures that the application process is accessible to those who might have difficulty complying with the normal PHA application process, including people with disabilities, certain elderly individuals, as well as persons with limited English proficiency. The PHA must provide reasonable accommodations for individuals with disabilities. Carroll County Housing's office and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of policies related to providing reasonable accommodations for people with disabilities.

Special Admissions [24CFR 982.54(d)(e), 982.203]

HUD may periodically award funding that is targeted for specific families. Carroll County Housing must then use the assistance for those families under Special Admission procedures.

Special Admissions families will be placed on the waiting list. The PHA maintains separate records of these admissions. Following are examples of situations in which funding may be designated by HUD for specific families:

- Bridge Subsidy is referred by Department of Housing and Community Development, the Development Disabilities Administration-specified Centers for Independent Living, the Coordinating Center, and the Department of Aging.
- Twenty-five Family Unification Program (FUP) vouchers that are selected by a referral from Department of Social Services must meet preferences. FUP vouchers are for families whose lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care; or the delay in the discharge of the child or children, to the family from out-of-home care. FUP vouchers are also issued for youths of at least 18 years old and not more than 24 who do not have adequate housing and who left foster care or will leave foster care within 90 days, in accordance with a transition plan described in Section 475(5)(H) of the Social Security Act, and are homeless or at risk of becoming homeless at age 16 or older. A FUP youth voucher must not exceed 36 months, unless the youth enters into a five-year Family Self-Sufficiency Program Contract of Participation.

Applicants who are admitted under Special Admissions are identified by codes in the automated system and are not maintained on separate lists but must apply to the one HCV waiting list.

Move-On Strategy

Carroll County Housing has established a pilot program that would allow a homeless admission preference on the HCV waiting list for a limited number of vouchers. Carroll County has been working with the Continuum of Care, the local homeless shelter, and Westminster City Housing office to address local housing needs identified by the community. The pilot program will set aside two vouchers for this preference.



Carroll County will receive referrals only from Human Services Program of Carroll County for families to allow two vouchers to go under lease that meet the criteria for the HCV Program. The families must be able to verify prior residency in Carroll County for at least six months prior to the family's admission into the shelter program. The Human Services Program will submit a referral to Carroll County Housing indicating that they have met all the criteria outlined for the preference, as well as basic criteria for determining eligibility for the HCV Program. Verification of residency prior to becoming homeless must accompany the referral form. The referral will also include an expiration date. The families must apply to the HCV waiting list if they are not currently on the list. Human Services Program will continue to work with these families to remain housed and to assist in locating a unit and following up on all aspects of the program and leasing. The referring agency will verify the client meets all the HCV criteria as well as obtaining verification of the homeless preference prior to making the referral.

Carroll County will also expand this pilot program to receive referrals from the Health Department and will allow for up to 10 to 20 vouchers over a three-year period to assist with homeless individuals wanting to obtain permanent housing. Health Department caseworkers are funded by a grant to ensure these individuals are successful in not only receiving housing assistance but also being able to maintain their eligibility for housing assistance.

MANAGING THE WAITING LIST

The PHA must have policies regarding organizing and managing the waiting list of applicant families, including:

- Opening the list to new applicants
- Closing the list to new applicants
- Notifying the public of waiting list openings and closings
- Updating the waiting list
- Purging the list of families that are no longer interested in or eligible for assistance
- Conducting outreach to ensure a sufficient number of applicants

Opening and Closing the Waiting List [24 CFR 982.206, 982.54(d)(1)]

The PHA may stop accepting applications if there are enough applicants to fill anticipated openings for the next 12 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws. The PHA will announce the closing of the waiting list by public notice, including the local newspaper, Carroll County Government website, service providers, and community-based agencies such as Human Services Programs. Thirty days' notice will be given prior to opening or closing the list.

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in the local newspaper and other suitable media outlets. Notices about reopening the waiting

Income Targeting [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV Program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may select ELI families ahead of other families on the waiting list. The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year.

Families continuously assisted under the 1937 Housing Act and families living in eligible low-income housing that are displaced as a result of prepayment of a mortgage or voluntary termination of a mortgage insurance contract are not counted for income targeting purposes.

Local Preferences

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those preferences/criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits PHAs to establish other local preferences at its discretion. Carroll County Housing's preferences are based on local housing needs and priorities that can be documented by generally accepted data sources. HUD Notice PIH 98-64 eliminated the requirement for public notice and a period for public comment when changing the PHA's preference system. If an applicant makes a false statement in order to qualify for a local preference, the PHA will deny the family admission to the program.

An applicant will not be granted any local preference if any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past five years because of drug-related criminal activity. Carroll County Housing will grant an exception to such a family if the responsible member has successfully completed a rehabilitation program and the evicted person clearly did not participate in or know about the drug-related activity.

Carroll County Housing has the following local preferences:

- **Residency**—families who live, work, or have been hired to work in Carroll County.
- **Disability**—families with a head of household or spouse of the head of household is a person with a disability. Proof of disability will be required at time of selection from the waiting list. HUD regulations prohibit admission preferences for specific types of disabilities, and families must still meet the residency preference.
- **Veterans**—individuals who can prove they served in active duty in the Armed Forces.
- **Homeless**—an individual who is currently homeless and able to verify prior residency of at least six months in Carroll County.

- 
- **Victims of Domestic Violence**—individuals who have been subjected to or victimized by a member of the family or household within the past six months. Carroll County Housing will require evidence that the family has been displaced as a result of fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. The following criteria are used to establish a family's eligibility for this preference:
 - Actual or threatened violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.
 - The actual or threatened violence must have occurred within the past 180 days or be of a continuing nature.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval. Carroll County Housing will approve the return of the abuser to the household if a counselor, therapist, or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family. If the abuser returns to the family without approval of the PHA, housing assistance will be denied or terminated.

Treatment of Single Applicants

Applicants who are elderly or disabled, or displaced families of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status. "Other Singles" denotes a one-person household in which the individual member is not elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with any other preferences to which they are entitled, but they cannot be selected for assistance before any one- or two-person elderly, disabled, or displaced family regardless of local preferences.

Initial Determination of Local Preference Qualification [24 CFR 982.207]

If an applicant certifies that he or she qualifies for a preference, the qualification will be accepted without verification at the initial application. When the applicant is selected from the waiting list for the final determination of eligibility, the preference will be verified. If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and given an opportunity to request an informal review.



Carroll County Universal Needs Assessment

Human Services Programs of Carroll County Inc. and other agencies utilizes this needs assessment to provide additional services.

Directions: Please mark the statement that best describes your current situation.

1.) Housing Status	2.) Health Status	3.) Employment/Income Status	4.) Substance Abuse Status	5.) Mental Health Status
☐ Residence with safe, acceptable housing and without financial aid/support	☐ Health is excellent, no chronic disease, no pain, easy access to healthcare ☐ Health insurance meets all of health needs	☐ Permanent full-time employment with livable wage and full benefits/ retirement/ disability	☐ No history of substance abuse ☐ No substance abuse in the past 5 years or more	☐ No history of mental health issues
☐ Safe, acceptable, funded housing (ex. Section 8/HUD)	☐ Health is good, some health conditions, but receiving healthcare ☐ Health insurance meets most of health needs	☐ Employment with Livable wage without full benefits and paying bills on time	☐ No substance abuse in the past 1-5 years and engaged in sobriety support	☐ Some history of mental health issues
☐ Behind on rent (but no official notice) ☐ Couch surfing	☐ Health is stable, several health conditions, but receiving care from multiple doctors, mostly able to manage care ☐ Health insurance meets some health needs	☐ Employment w/some outside financial support services	☐ No substance abuse in the past 6 months – 1 year and engaged in sobriety support	☐ Long history of mental health issues; currently does not impact everyday life
☐ Facing eviction/ set out from home within 7 days ☐ Just released from transitional shelter, jail, or Emergency room ☐ Currently residing in a shelter	☐ Health is fair, but declining, increase in health conditions/pain, recent/new diagnosis, struggle to access healthcare ☐ No Insurance, but access to free clinic	☐ Not enough employment income to meet basic needs; Outside financial support services necessary	☐ Substance abuse in the past 6 months ☐ Relapse in the past 6 months	☐ Frequent mental health issues; currently makes everyday life difficult to manage
☐ Sleeping in a car, ☐ Sleeping in the woods ☐ Sleeping in an area not meant for human beings	☐ Physical Health and Quality of Life poor with a lot of pain; no access to healthcare ☐ No Insurance, No access to healthcare	☐ No employment or income	☐ Currently abusing alcohol ☐ Currently abusing drug(s) ☐ Actively Seeking treatment or substance abuse support services	☐ Feeling pressure to harm self or others ☐ Actively seeking treatment or mental health support Services

6.) Well-Being Status	7.) Parenting Skills	8.) Credit History	9.) Education Status	10.) Legal Issues
☐ Can live independently and in no immediate danger of any kind ☐ Can meet all personal hygiene needs	☐ Provides consistent nurturing, emotional support, structure, and social and life skills education	☐ Good credit/ manageable debt ratio	☐ Has completed post High School Education/Training	☐ No felony criminal history or no new charges/convictions w/in last 5 years
☐ Can live independently most of the time and in no immediate danger with some support. ☐ Can meet all personal hygiene needs, but struggles with getting tools for hygiene	☐ Provides nurturing, emotional support, structure, and social and life skills education most of the time, but can be a challenge	☐ Moderate credit rating	☐ Has completed some post High School Education/Training	☐ Has successfully completed probation/parole within past 12 months, no new charges/convictions within last 3 years
☐ Can live independently some of the time, but mostly need support and I have experienced abuse in the past 5 years ☐ Struggles to meet all personal hygiene needs	☐ Able to keep child safe in a stable environment, but need the help of additional supports	☐ Some debt, but able to make regular payments	☐ Has HS Diploma/GED	☐ Fully compliant with probation/parole
☐ Cannot meet most personal hygiene needs and needs daily support to live safely ☐ I was recently abused, and I am in danger of being abused	☐ Concerns about keeping child safe	☐ No credit history	☐ Enrolled in GED program	☐ Current charges/trial pending, non-compliance with probation/parole
☐ Cannot meet any personal hygiene needs ☐ I am currently being abused and I am in danger right now	☐ Unable to keep child safe	☐ Large debt, not making payments, receiving calls from collectors, licensed revoked, bankruptcy, no credit repair plan	☐ No HS diploma/GED and not enrolled in GED Program	☐ Current outstanding warrants or tickets

Notes:

Standard Operating Procedure

Preparation Date:	12/22/17	Responsibility: All Program Staff
Revision Date/No:		
Title: Needs Assessment and Outcome Matrix Scoring Instructions		
Programs Effected: All Programs		
Approved by: Scott Yard		Approval Date:

PURPOSE: Track and Measure progress over time across all HSP services, to ensure participants are referred to necessary services and to capture needs data for agency community needs assessment.

All programs are required to participate in the Needs Assessment. Program Directors will determine workflow and train staff as appropriate. Participants will be given the needs assessment at intake, along w/Universal Data Elements Intake Form (UDE).

INFORMATION:

- a.) As program staff here at HSP, you may have to complete a Needs Assessment during initial contact/intake with a new participant you work with and track their progress throughout your time working with them.
- b.) Below, you will see directions for completing that Needs Assessment with each participant.
- c.) After completing the assessment, you will provide them with resources based on their level of need in each need domain.
- d.) After intake with the client, you will score and track their level of need with the Needs Assessment Outcome Matrix.
- e.) Take a moment to familiarize yourself with the Needs Assessment and Outcome Matrix (see attached) and ask your supervisor any questions you may have about the assessment forms before beginning.

PROCEDURE:

Needs Assessment Process:

- a.) Tool: HSP Needs Assessment - The participant will complete the needs assessment along with the UDE upon arrival. The needs assessment should only take 10 minutes maximum to complete. Be prepared to clarify or answer any questions a participant may have about a section in any domain of the assessment.
 - 1.) **Note: For Case Managers only:** Go over the needs assessment with the participant, asking relevant questions based on their selection for each need, and take appropriate notes for each need domain on the Needs Assessment Case Manager Notes Form (see attached).
 - 2.) Utilize notes taken during conversation with the participant to come up with a meaningful and appropriate service plan with the participant.
- b.) You will complete the Outcome Matrix form based on the participant's responses on the needs assessment.

- c.) Below you will find separate instructions for completing the Outcome Matrix to determine the participant's Matrix score that determines their level of need.

Needs Assessment Outcome Matrix with Scoring Instructions:

- a.) Each participant has the possibility of receiving a Matrix score that is anywhere from **10 points (Thriving)** all the way up to **50 points (In-Crisis)**, meaning the higher the Matrix score, the greater the participant's needs.
- b.) For each need domain on the Matrix, there are levels with corresponding points for each level, **Thriving (1 point), Safe (2 points), Stable (3 points), Vulnerable (4 points), and In-Crisis (5 points)**.
- c.) Anyone who gets 4 or 5 points (Less than 'Stable') for each need domain, automatically receives a corresponding resource page for that need (See Allocating Resources below).
- **Note: If a participant marks '5' for 'Well-Being Status' or 'Mental Health Status', immediately report to supervisor for assistance for that participant****
- d.) After determining the points, the participant gets for each need, add the points together to determine their Matrix score and subsequent level of need.
- e.) The scoring ranges and corresponding levels of need are as follows:
- i. **10 points – Thriving**
 - ii. **11-20 points – Safe**
 - iii. **21-30 points – Stable**
 - iv. **31-40 points – Vulnerable**
 - v. **41-50 points – In-Crisis**

Coordinated Entry Instructions:

The prioritization of participants seeking entry into shelter and housing programs is based on their individual Risk Priority Rating (RPR) and length of homelessness. The RPR is determined by the Needs Assessment domains that are most likely to cause barriers to housing: Housing Status, Physical Health Status, Substance Abuse Status, Employment/Income Status, Wellbeing Status, and Mental Health Status. Participants with the highest RPR will receive services first. If the RPR is the same for more than one participant, the length of homelessness will determine priority for entry to services.

RPR Scoring Instructions:

- a.) The RPR is determined by the following domains: **Housing Status, Physical Health Status, Substance Abuse Status, Employment/Income Status, Wellbeing Status, and Mental Health Status**.
- b.) Each participant will receive an RPR score ranging from **6 points (Thriving)** to **30 points (In-Crisis)**. The higher the RPR score, the greater the participant's level of need.
- c.) Each domain evaluated has a level of stability associated with the point value. They are as follows: **Thriving (1 point), Safe (2 points), Stable (3 points), Vulnerable (4 points), and In-Crisis (5 points)**.
- d.) A participant who receives 4 or 5 points (Less than 'Stable') in a domain automatically receives a corresponding resource page (See Allocating Resources below).
- e.) The scoring ranges and corresponding levels of need are as follows:
- vi. **6 points – Thriving**
 - vii. **7-12 points – Safe**
 - viii. **13-18 points – Stable**
 - ix. **18-24 points – Vulnerable**
 - x. **25-30 points – In-Crisis**

Allocating Resources:

- a.) You will have access to resource pages for each need domain.
- b.) Provide the participant with resource pages for each need domain they have marked themselves as less than 'Stable' (4-5 points).
- c.) Each resource will have a description, but be prepared to answer any questions a participant may have about a resource: Rescue Mission, DSS- Supplemental Nutrition Assistance Program (SNAP/Food Stamps), Food Banks/Pantries, Soup Kitchens)
 - 0.) Cover Letter: Standard basic needs.
 - 1.) Housing Status:
 - 2.) Your Physical Health:
 - 3.) Employment/Income Status
 - 4.) Substance Abuse
 - 5.) Mental health
 - 6.) Well Being
 - 7.) Parenting
 - 8.) Credit History
 - 9.) Education Status
 - 10.) Legal Status
- d.) ***Note: For Case Managers Only:** Below you will find separate instructions for tracking your participant's level of need and subsequent progress throughout their time in your program.

Tracking (For Case Managers Only):

- a.) You are to track each participant's change in level of need on the Outcome Matrix, upon entry (initial assessment), then periodically (depending on the length of time you work with that participant): 3 months requires 1 follow up; 6 months requires two follow ups; 1 year requires quarterly follow ups.
 - 1.) *For example; a participant with a matrix score of 50 will need at least a year of support, so their level of need should be tracked quarterly (every 3 months) on the Outcome Matrix.
- d.) Below each level of need on the Outcome Matrix, there are 4 spaces where you place the date you checked a participant's level of need per period.
- e.) The goal is that you see the participant's level of need improving throughout your time working with them.

Attachments (List of Forms):

-  Needs Assessment
-  Needs Assessment Outcome Matrix
-  Outcome Matrix Scoring Instructions

For Case Managers Only:



Needs Assessment Case Manager Notes Form

**DEPARTMENT OF
CITIZEN SERVICES**

**10 Distillery Drive Suite 101
Westminster, Maryland 21157-5194
410-386-3600, 1-888-302-8978
Fax 410-876-5255
TTY Users (MD Relay): 711/800-735-2258**



**Christine Kay, Director
Department of Citizen Services**

September 12, 2019

Priya Arokiaswamy, MSM, MBA
Assistant Director, Evidence Based Practices, Housing and Recovery Supports
Maryland Department of Health – Behavioral Health Administration
55 Wade Avenue
Dix Building
Catonsville, MD 21228

Re: Project Application Acceptance – 2019 Continuum of Care

Dear Ms. Arokiaswamy:

The Circle of Caring Homelessness Board voted to include the following project in Carroll County's 2019 Continuum of Care (MD-506) submission:

Project Type	Tier	Rank	Project Description	Grant Request
Renewal	1	4	Shelter Plus Care, The Carroll County Bureau of Prevention, Wellness and Recovery – Permanent housing for 7 individuals and 2 families with mental illness.	\$135,161

Both the Health Department's and Behavioral Health Administration's contributions to and support of the Circle of Caring Homelessness Board are greatly appreciated.

Sincerely,


Gabby Kahney
Program Evaluation Specialist
Carroll County Department of Citizen Services

cc: A. Baker, CCHD

**DEPARTMENT OF
CITIZEN SERVICES**
10 Distillery Drive Suite 101
Westminster, Maryland 21157-5194
410-386-3600, 1-888-302-8978
Fax 410-876-5255
TTY Users (MD Relay): 711/800-735-2258



Christine Kay, Director
Department of Citizen Services

September 12, 2019

Scott Yard, Executive Director
Human Services Program of Carroll County, Inc.
10 Distillery Drive
Westminster, MD 21157

Re: Project Application Acceptance – 2019 Continuum of Care

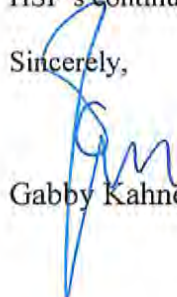
Dear Mr. Yard:

The Circle of Caring Homelessness Board voted to include the following projects in the 2019 Continuum of Care (MD-506) submission in the following order. The last project, Safe Haven to Permanent Supportive Housing, will fall partially into Tier 2 this year; its funding is dependent upon both HUD accepting the transition and the score the overall Continuum of Care Application receives.

Project Type	Tier	Rank	Project Description	Grant Request
Renewal	1	1	Coordinated Intake – The county-wide, central intake for homeless.	\$32,098
Renewal	1	2	Permanent Supportive Housing II – Housing and case management for 4 disabled, homeless individuals.	\$45,997
Renewal	1	3	Permanent Supportive Housing VIII – Housing and case management for 4 disabled, homeless individuals.	\$43,644
Renewal	1	5	Permanent Supportive Housing I – Housing and case management for 7 disabled, homeless individuals.	\$71,456
Transition	1	6	Safe Haven to Permanent Supportive Housing – 25 bed facility for homeless men and women with severe and persistent mental health diagnosis. This grant will transition mid-year to 6 units of permanent supportive housing for chronically homeless individuals, veterans and families.	\$50,153
Transition	2	6	Safe Haven to Permanent Supportive Housing – 25 bed facility for homeless men and women with severe and persistent mental health diagnosis. This grant will transition mid-year to 6 units of permanent supportive housing for chronically homeless individuals, veterans and families.	\$24,161

HSP's continued contributions to and support of the Circle of Caring Homelessness Board are greatly appreciated.

Sincerely,


Gabby Kahney, Program Evaluation Specialist

**DEPARTMENT OF
CITIZEN SERVICES**
10 Distillery Drive Suite 101
Westminster, Maryland 21157-5194
410-386-3600, 1-888-302-8978
Fax 410-876-5255
TTY Users (MD Relay): 711/800-735-2258



Christine Kay, Director
Department of Citizen Services

September 12, 2019

F.T. Burden, CEO
Family & Children's Services of Central Maryland
4623 Falls Road
Baltimore, MD 21209

Re: Project Application Acceptance – 2019 Continuum of Care

Dear Mr. Burden:

The Circle of Caring Homelessness Board voted to include the following project in Carroll County's 2019 Continuum of Care (MD-506) submission:

Project Type	Tier	Rank	Project Description	Grant Request
New	2	7	DV Bonus Project – Rapid rehousing for 10 individuals fleeing domestic violence.	\$50,000

FCS' continued contributions to and support of the Circle of Caring Homelessness Board are greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gabby Kahney", is written over the typed name and title.

Gabby Kahney
Program Evaluation Specialist
Carroll County Department of Citizen Services

Paste in this cell (which should say "Row #") ↓	This cell should say "Year"	Proj. Type	Organization Name	Project Name	HMS Org ID	HMS Proj ID	Geo Code	Inventory Type	Bed Type	Target Pop.	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Veteran Beds HH w/ Children	Youth Beds HH w/ Children	CH Beds HH w/ Children	Veteran Beds HH w/o Children	Youth Beds HH w/o Children
After pasting your CoC's raw HIC data below, click on this button to generate the list of projects to be reviewed. If you prefer not to use the raw HIC data, skip this tab and proceed directly to the LIST OF PROJECTS TO BE REVIEWED tab to enter project data directly.																			
396354	2019	PSH	Human Services Programs of Carroll County Inc.	Permanent Supportive Housing I		18	249013 C			NA	3	1	4			0	3	1	0
396359	2019	PSH	Human Services Programs of Carroll County Inc.	Permanent Supportive Housing II		467	249013 C			NA			4					3	0
396451	2019	PSH	Human Services Programs of Carroll County Inc.	Permanent Supportive Housing VIII		908	249013 C			NA	8	1	3			0	0	1	0
396452	2019	SH	Human Services Programs of Carroll County Inc.	Safe Haven		6	249013 C			NA			25					0	0
396516	2019	PSH	MD Department of Health and Mental Hygiene	Shelter Plus Care		615	249013 C			NA	2	1	9			0	0	1	0

Row #	CH Beds HH w/o Children	CH Beds HH w/ only Children	Victim Service Provider	Additional Federal Funding? HUD-VASH	Additional Federal Funding: SSVF	Additional Federal Funding: GPD	Additional Federal Funding: GPD-IH	Additional Federal Funding: GPD-LD	Additional Federal Funding: GPD-HI	Additional Federal Funding: GPD-CT	Additional Federal Funding: GPD-SITH	Additional Federal Funding: GPD-TP	Additional Federal Funding: HCV	Additional Federal Funding: HCV-CRS	Additional Federal Funding: HCV-SH	Additional Federal Funding: BCP	Additional Federal Funding: TLP	Additional Federal Funding: MGH	Additional Federal Funding: HOPWA	Additional Federal Funding: HOPWA- PH	Additional Federal Funding: HOPWA- STSF	Additional Federal Funding: HOPWA- TIH	Additional Federal Funding: PH	Additional Federal Funding: Other	Housing Type	McKinney-Vento	McKinney-Vento: Eng
Paste in this cell (which should say "Row #") ↓																											
396354	4	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Tenant-ba	Yes	No
396359	4	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Tenant-ba	Yes	No
396451	2	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Tenant-ba	Yes	No
396452		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Tenant-ba	Yes	No
396516	5	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Site-based	Yes	No
396536		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Tenant-ba	Yes	No

[illegible]

Sort projects by:

You can sort the project list below using the drop down selection to the left. Please note that you cannot sort by "Renewal, New, Expansion..." until you have completed the green section of this form

LIST OF PROJECTS TO BE REVIEWED

Use your Grant Inventory Worksheet and project spending records to complete these columns										☐	Check of beds
Project ID	Organization Name	Project Name	Project Type	McKinney-Vento	CoC Amount Awarded Last Operating Year	CoC Amount Expended Last Operating Year	CoC Funding Requested	Renewal, New, Expansion, Reallocate, Ignore	Geo Code	DV/ HIV	All Fam Beds
18	Human Services Programs of Carroll	Permanent Supportive Housing I	PSH	Yes	\$ 65,747	\$ 65,747	\$ 71,456	Renewal	249013	NA	3
467	Human Services Programs of Carroll	Permanent Supportive Housing II	PSH	Yes	\$ 42,250	\$ 42,250	\$ 45,997	Renewal	249013	NA	
908	Human Services Programs of Carroll	Permanent Supportive Housing	PSH	Yes	\$ 40,419	\$ 40,419	\$ 43,644	Renewal	249013	NA	8
6	Human Services Programs of Carroll	Safe Haven	PSH	Yes	\$ 74,314	\$ 74,314	\$ 74,314	Renewal	249013	NA	
615	MD Department of Health and Men	Shelter Plus Care	PSH	Yes	\$ 124,253	\$ 122,138	\$ 135,161	Renewal	249013	NA	2
NA	Human Services Programs of Carroll	SSO Coordinated Intake FFY18	coordinat	Yes	\$ 32,098	\$ 32,098	\$ 32,098	Renewal		DV	10
7	Family and Children Services of Carr	DV Bonus	RRH	Yes	\$	\$	\$ 50,000	New			

LIST OF PROJECTS TO BE REVIEWED

= Auto-populated cell. Cannot be edited

once you have confirmed the bed inventory listed for the projects below is consistent with the number listed for each project in your CoC's Grant Inventory Worksheet.

Project ID	DV/Fam Beds	CH/Fam Beds	Vet/Fam Beds	Par Youth Beds	Beds HH w/o Children		Beds HH w/only Children		All Ind Beds	DV Ind Beds		CH Beds HH w/o Children		CH Beds HH w/only Children		Total CH Ind Beds	Single Youth Beds		Is 100% Dedicated + or CH Fam (Yes/No)	Is 100% Dedicated + or CH Ind (Yes/No)	Is 100% DV (Yes/No)	CH Bed Inventory (PSH Only)	Vet Bed Inventory	Youth Bed Inventory	
					Children	Children	Children	Children		Children	Children	Children	Children	Beds	Beds		Beds	Beds							Beds
18	0	0	3	0	0	4	4	4	0	4	4	0	4	4	4	4	1	0					7	1	0
467	0	0				4	4			4	4	0	4			4	3	0					4	3	0
908	0	0	0	0	0	3				3	0	2				2	1	0					2	1	0
6	0	0				25				25	0					0	0	0					0	0	0
615	0	0	0	0	0	9				9	0	5				5	1	0					5	1	0
NA	0	0								0	0					0							0	0	0
	10	0	0	0	0	0	2	2		2	2					0	0	0	No	No	No		0	0	0

NAVIGATION

- Customize Threshold Requirements
- Customize Renewal/Expansion Project Rating Tool
- Customize New Project Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements

(Delete the X in the box next to any requirements you do not wish to include.)

- ☐ Coordinated Entry Participation
- ☐ Housing First and/or Low Barrier Implementation
- ☐ Documented, secured minimum match
- ☐ Project has reasonable costs per permanent housing exit, as defined locally
- ☐ Project is financially feasible
- ☐ Applicant is active CoC participant
- ☐ Application is complete and data are consistent
- ☐ Data quality at or above 90%
- ☐ Bed/unit utilization rate at or above 90%
- ☐ Acceptable organizational audit/financial review
- ☐ Documented organizational financial stability

(The first five requirements are process either as Threshold Re

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.

Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures

Length of Stay

- ☐ RRH - On average, participants spend XX days from project entry to residential move-in
- ☐ PSH - On average, participants spend XX days from project entry to residential move-in
- ☐ TH - On average, participants stay in project XX days
- ☐ TH+RRH - TH Component - On average, participants stay in project XX days
- ☐ TH+RRH - RRH Component - On average, participants spend XX days from project entry to residential move-in

Factor/Goal

Max Point Value

15 days	20 points
15 days	20 points
180 days	20 points
days	10 points
days	10 points

Exits to Permanent Housing

- ☐ RRH - Minimum percent move to permanent housing
- ☐ PSH - Minimum percent remain in or move to permanent housing
- ☐ TH - Minimum percent move to permanent housing
- ☐ TH+RRH - RRH Component - Minimum percent move to permanent housing

90 %	25 points
90 %	25 points
90 %	25 points
90 %	25 points

Returns to Homelessness (if data is available for project)

- ☐ RRH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- ☐ PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- ☐ TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- ☐ TH+RRH - RRH Component - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing

15 %	15 points
15 %	15 points
15 %	15 points
15 %	15 points

New or Increased Income and Earned Income

- ☐ RRH - Minimum percent of participants with new or increased earned income for project stayers
- ☐ PSH - Minimum percent of participants with new or increased earned income for project stayers
- ☐ TH - Minimum percent of participants with new or increased earned income for project stayers
- ☐ TH+RRH - RRH Component - Minimum percent of participants with new or increased earned income for project stayers
- ☐ RRH - Minimum percent of participants with new or increased non-employment income for project stayers
- ☐ PSH - Minimum percent of participants with new or increased non-employment income for project stayers
- ☐ TH - Minimum percent of participants with new or increased non-employment income for project stayers
- ☐ TH+RRH - RRH Component - Minimum percent of participants with new or increased non-employment income for project stayers
- ☐ RRH - Minimum percent of participants with new or increased earned income for project leavers
- ☐ PSH - Minimum percent of participants with new or increased earned income for project leavers
- ☐ TH - Minimum percent of participants with new or increased earned income for project leavers
- ☐ TH+RRH - RRH Component - Minimum percent of participants with new or increased earned income for project leavers

8 %	2.5 points
8 %	2.5 points
8 %	2.5 points
8 %	2.5 points
10 %	2.5 points
10 %	2.5 points
10 %	2.5 points
10 %	2.5 points
8 %	2.5 points
8 %	2.5 points
8 %	2.5 points
8 %	2.5 points

CUSTOMIZE RATING CRITERIA

☒	RRH - Minimum percent of participants with new or increased non-employment income for project leavers	10	%	2.5	points
☒	PSH - Minimum percent of participants with new or increased non-employment income for project leavers	10	%	2.5	points
☒	TH - Minimum percent of participants with new or increased non-employment income for project leavers	10	%	2.5	points
☒	TH+RRH - RRH Component - Minimum percent of participants with new or increased non-employment income for project leavers	10	%	2.5	points

Serve High Need Populations (select from drop-down menu)

☒	Coordinated Assessment score				
☒	RRH - Assessment score for XX% of participants indicates RRH or more intensive intervention	95	%	20	points
☒	PSH - Assessment score for participants indicates PSH with XX% at highest end of PSH range	95	%	20	points
☒	TH - XX% of participant meet CoC's TH targeting criteria	95	%	20	points
☒	TH+RRH - RRH Component - Assessment score for XX% of participants indicates RRH or more intensive intervention	95	%	20	points

Project Effectiveness

☒	RRH - Costs are within local average cost per positive housing exit for project type	Yes		20	points
☒	PSH - Costs are within local average cost per positive housing exit for project type	Yes		20	points
☒	TH - Costs are within local average cost per positive housing exit for project type	Yes		20	points
☒	TH+RRH - RRH Component - Costs are within local average cost per positive housing exit for project type	Yes		20	points
☒	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95	%	10	points
☒	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95	%	10	points
☒	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95	%	10	points
☒	TH+RRH - RRH Component - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95	%	10	points
☒	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		10	points
☒	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		10	points
☒	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		10	points
☒	TH+RRH - RRH Component - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes		10	points

Other and Local Criteria (select from drop-down menu)

☒	CoC Monitoring Score	Project is operating in conformance with CoC Standards	Yes	10	points
-------------------------------------	---------------------------------	--	-----	----	--------

Total Maximum Score

RRH projects:	140	points
PSH projects:	140	points
TH projects:	140	points
TH+RRH projects:	140	points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

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

Design of Housing & Supportive Services

☒ A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.	15 points
☒ B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	5 points
☒ C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	5 points

Timeliness

☒ A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. 10 points

Financial

☒ A. Project is cost-effective when projected cost per person served is compared to CoC average within project type. 5 points

B. Organization's most recent audit:

☒ 1. Found no exceptions to standard practices 5 points

☒ 2. Identified agency as 'low risk' 5 points

☒ 3. Indicates no findings 5 points

☒ C. Documented match amount meets HUD requirements. 5 points

☒ D. Budgeted costs are reasonable, allocable, and allowable. 20 points

Project Effectiveness

☒ Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals 95 % 5 points

Other and Local Criteria

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

Total Maximum Score

All projects: 115 points

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: V Permanent Supportive Housing VIII (908)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 908

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

☐ Yes to all

1. Applicant has Active SAM registration with current information.

2. Applicant has Valid DUNS number in application.

3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 24.24, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Disclosed any Violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

6. Submitted the required certifications as specified in the NOFA.

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCES; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,

(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: v Permanent Supportive Housing VIII (908)
Organization Name: Human Services Programs of Carroll County Inc.
Project Type: PSH
Project Identifier: 908

Renewal/Expansion Projects
Threshold Review Complete

If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.



THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations.
If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant Jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: v Permanent Supportive Housing VIII (908)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 908

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: v Permanent Supportive Housing I (18)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 18

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

☐ Yes to all

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.

Yes

Yes

3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

Yes

- (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

Yes

5. Disclosed any Violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

Yes

6. Submitted the required certifications as specified in the NOFA.

Yes

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

Yes

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

Yes

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCES; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

- (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
- (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
- (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
- (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Yes

Yes

Yes

Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: v Permanent Supportive Housing I (18)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 18

Renewal/Expansion Projects
Threshold Review Complete

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.

100%

THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations.
If any of the following have occurred, the project applicant would **NOT** meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: v Permanent Supportive Housing I (18)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 18

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete



THRESHOLD REQUIREMENTS

YES/NO

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: v Permanent Supportive Housing II (467)
Organization Name: Human Services Programs of Carroll County Inc.
Project Type: PSH
Project Identifier: 467

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

☒ Yes to all

1. Applicant has Active SAM registration with current information.

2. Applicant has Valid DUNS number in application.

3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338. Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

6. Submitted the required certifications as specified in the NOFA.

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCES; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;

(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,

(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Yes
Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: v Permanent Supportive Housing II (467)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 467

Renewal/Expansion Projects
Threshold Review Complete

100%

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations.
if any of the following have occurred, the project applicant would NOT meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant Jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC
or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: v Permanent Supportive Housing II (467)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 467

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete



THRESHOLD REQUIREMENTS

YES/NO

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: V Safe Haven (6)

Organization Name: Human Services Programs of Carroll County Inc.

Project Type: PSH

Project Identifier: 6

Renewal/Expansion Projects
Threshold Review Complete



THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

☐ Yes to all

HUD THRESHOLD REQUIREMENTS

1. Applicant has Active SAM registration with current information.	Yes
2. Applicant has Valid DUNS number in application.	Yes
3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless: (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.	Yes
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.	Yes
5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.	Yes
6. Submitted the required certifications as specified in the NOFA.	Yes
7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.	Yes
8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.	Yes
9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCES; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants: (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended; (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met; (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and, (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.	Yes Yes Yes Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: v Safe Haven (6)
Organization Name: Human Services Programs of Carroll County Inc.
Project Type: PSH
Project Identifier: 6

Renewal/Expansion Projects
Threshold Review Complete
100%

Completed projects will be moved to the bottom of the list.
If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

	YES/NO
10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria: (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon; (b) Audit finding(s) for which a response is overdue or unsatisfactory; (c) History of inadequate financial management accounting practices; (d) Evidence of untimely expenditures on prior award; (e) History of other major capacity issues that have significantly affected the operation of the project and its performance; (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and (g) History of serving ineligible program participants, expending funds within statutorily established timeframes.	Yes Yes Yes Yes Yes Yes Yes Yes
11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	Yes

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name:

Organization Name:

Project Type:

Project Identifier:

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete



THRESHOLD REQUIREMENTS

YES/NO

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: ✓ Shelter Plus Care (615)

Organization Name: MD Department of Health and Mental Hygiene

Project Type: PSH

Project Identifier: 615

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

☐ Yes to all

1. Applicant has Active SAM registration with current information.
2. Applicant has Valid DUNS number in application.

Yes
Yes

3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:

- (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
- (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

Yes

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

Yes

5. Disclosed any Violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

Yes

6. Submitted the required certifications as specified in the NOFA.

Yes

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

Yes

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

Yes

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:

- (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;

Yes

- (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;

Yes

- (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,

Yes

- (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: ✓ Shelter Plus Care (615)
Organization Name: MD Department of Health and Mental Hygiene
Project Type: PSH
Project Identifier: 615

Renewal/Expansion Projects
Threshold Review Complete

If you would like to change the project type, please do so in the
HIC and re-copy the data to the RAW HIC DATA tab, or do so in
the LIST OF PROJECTS TO BE REVIEWED.



THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Completed projects will be moved to the bottom of the list.

Project Name: ✓ Shelter Plus Care (615)

Organization Name: MD Department of Health and Mental Hygiene

Project Type: PSH

Project Identifier: 615

Renewal/Expansion Projects
Threshold Review Complete



If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

Completed projects will be moved to the bottom of the list

Organization Name: Family and Children Services of Carroll County

Project Identifier: 7

Threshold Review Complete

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

7

YES/NO

☒ Yes to all

11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: v DV Bonus (7)

Organization Name: Family and Children Services of Carroll County

Project Type: RRH

Project Identifier: 7

New Projects
Threshold Review Complete

100%

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

YES/NO

(a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings;

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCs at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

12. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	Yes
Housing First and/or Low Barrier Implementation	Yes
Documented, secured minimum match	Yes
Project has reasonable costs per permanent housing exit, as defined locally	Yes
Project is financially feasible	Yes
Applicant is active CoC participant	Yes
Application is complete and data are consistent	Yes
Data quality at or above 90%	Yes
Bed/unit utilization rate at or above 90%	Yes
Acceptable organizational audit/financial review	Yes
Documented organizational financial stability	Yes

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: √ DV Bonus (7)

Organization Name: Family and Children Services of Carroll County

Project Type: RRH

Project Identifier: 7

Completed projects will be moved to the bottom of the list

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects

Threshold Review Complete



THRESHOLD REQUIREMENTS

YES/NO

RATING RESULTS

Sort projects by: You can sort the project list below using the drop down selection to the left.

Make sure to save any rating you've done before running.

RATING RESULTS

Project ID	Grant Number	Renewal, New, Expansion, Reallocate	Project Name	Organization Name	Project Type	DV/HIV	All Fam		DV Fam		CH Fam		Vet Fam		Par Youth		All Ind		DV Ind	
							Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds	Beds
7		New	DV Bonus	Family and Children Services of CRRH	CRRH	DV	10	10	0	0	0	0	0	0	0	0	0	2	2	0
467	MD0134L3B061811	Renewal	Permanent Supportive Housing II	Human Services Programs of Car PSH	PSH	NA	0	0	0	0	0	0	0	0	0	0	0	4	0	0
908	MD0260L3B061807	Renewal	Permanent Supportive Housing VII	Human Services Programs of Car PSH	PSH	NA	8	0	0	0	0	0	0	0	0	0	0	3	0	0
615	MD0133L3B061811	Renewal	Shelter Plus Care	MD Department of Health and N PSH	PSH	NA	2	0	0	0	0	0	0	0	0	0	0	9	0	0
18	MD0135L3B061811	Renewal	Permanent Supportive Housing I	Human Services Programs of Car PSH	PSH	NA	3	0	0	3	0	0	0	0	0	0	0	4	0	0
6	MD0138L3B061810	Renewal	Safe Haven	Human Services Programs of Car PSH	PSH	NA	0	0	0	0	0	0	0	0	0	0	0	25	0	0
NA	MD0139L3B061810	Renewal	SSO Coordinated Intake FFY18	Human Services Programs of Car SSO - coordi			0	0	0	0	0	0	0	0	0	0	0	0	0	0

RATING RESULTS

Sort projec

Not all requirements met or threshold scoring not started

RATING

Project ID	Total CH Ind Beds	Vet Ind Beds	Single Youth Beds	Is 100% Dedicated + or CH Fam (Yes/No)	Is 100% Dedicated + or CH Ind (Yes/No)	Is 100% DV (Yes/No)	CoC Funding Requested	Amount of Other Public Funding (Federal, state, county, city)	Amount of private Funding	CoC Amount Expended Last Operating Year	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Weighted Rating Score
7	0	0	0	0	No	Yes	\$50,000			\$0	Yes	Yes	100
467	4	3	0	0			\$45,997			\$42,250	Yes	Yes	85
908	2	1	0	0			\$43,644			\$40,419	Yes	Yes	83
615	5	1	0	0			\$135,161			\$122,138	Yes	Yes	82
18	4	1	0	0			\$71,456			\$65,747	Yes	Yes	75
6	0	0	0	0			\$74,314			\$74,314	Yes	Yes	74
NA	0	0	0	0	No	No	\$32,098			\$32,098			NOT RATED

GENERAL FUNDING INFORMATION

Annual Renewal Demand (\$): \$ 402,670

CoC Bonus Funding (\$): \$ -

DV Bonus(\$): \$ 50,000

Tier 1 Funding (\$): \$ 378,509

Tier 2 Funding (\$): \$ 24,161

FY2019 HUD CoC PROGRAM NOFA OPPORTUNITIES

Project Types to Consider for CoC Bonus/Reallocation:

☐ New PSH for 100% Dedicated PLUS or chronically homeless individuals

☐ New PSH for 100% Dedicated PLUS or chronically homeless families

☐ New RRH for individuals

☐ New RRH for families

Project Types to Consider for DV Bonus Funding:

☐ New TH+RRH for Families

☐ New TH+RRH for Individuals

☐ New TH+RRH for Families

☐ New SSO coordinated entry

FUNDING CEILINGS AND PRIORITIES BY PROJECT TYPE AND POPULATION

For each project type/population combination, specify the maximum number of beds (renewal and new combined), maximum level of funding (ceiling), and relative priority. If beds or \$ are left blank, then projects within that category will not be capped. If the table below is blank, then projects will be ranked solely based on their rating scores. The ranking list will be generated in the following order:

- 1) HMIS and non-DV bonus-funded SSO-coordinated entry projects will be listed first in Tier 1 because they are required elements of a CoC's system. This does not mean that HUD is encouraging you to rank them first; rather you should set local policies on their relative priority and move them accordingly after the initial ranking is generated.
- 2) CoC Bonus/new DV bonus-funded projects will be ranked just like other projects, and will be highlighted in pink/gray formatting. You should set local policies on their relative priority and move them accordingly after the initial ranking is generated.
- 3) Projects in the high priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 4) Projects in the medium priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 5) Projects in the low priority categories, listed in order of their rating score, up to the maximum number of beds or funding level specified for each project type/population.
- 6) Projects with unspecified priority, listed in order of their rating score.
- 7) Other SSO grants.

Projects that exceed the beds or \$ targets specified on the chart will be listed in the "Projects Not Selected for Funding" section of the FUNDING ANALYSIS + RANKING tab because they represent inventory above the needs of the system. The CoC NOFA Committee may want to solicit additional projects to fill project type and population targets that are not met for this CoC Program NOFA or subsequent NOFAs.

Instructions on Completing Funding Ceilings and Priorities

Total \$ Need Specified Below:

\$ -

	PSH			RRH			TH			TH+RRH		
	Beds	\$	Priority	Beds	\$	Priority	Beds	\$	Priority	Beds	\$	Priority
All Families ^a												
DV Families ☐												
Chronically Homeless Families ☐												
Veteran Families ☐												
Parenting Youth ☐												
All Individuals ^a												
DV Individuals ☐												
Chronically Homeless Individuals ☐												
Veteran Individuals ☐												
Single Youth ^a												

FUNDING ANALYSIS + RANKING

CoC Bonus Funding	\$0	DV Bonus Funding	\$50,000	Tier 1 Funding	\$378,509	(Tier 2 + CoC Bonus) +
Allocated	\$0	Allocated	\$50,000	Allocated	\$402,670	Allocated
% of Ceiling	0%	% of Ceiling	100%	% of Ceiling	106%	% of Ceiling
Remaining	\$0	Remaining	\$0	Remaining	-\$24,163	Remaining
				DV Bonus component	\$0	DV Bonus component

	PSH		RRH		TH	
	Allocated	% of Ceiling	Allocated	% of Ceiling	Allocated	% of Ceiling
All Families	13 Beds \$250,261	-	10 Beds \$50,000	-	0 Beds \$0	-
DV Families	0 Beds \$0	-	10 Beds \$50,000	-	0 Beds \$0	-
Chronically Homeless Families	3 Beds \$71,456	-	0 Beds \$0	-	0 Beds \$0	-
Veteran Families	0 Beds \$0	-	0 Beds \$0	-	0 Beds \$0	-
Parenting Youth	0 Beds \$0	-	0 Beds \$0	-	0 Beds \$0	-
All Individuals	45 Beds \$370,572	-	2 Beds \$50,000	-	0 Beds \$0	-
DV Individuals	0 Beds \$0	-	2 Beds \$50,000	-	0 Beds \$0	-
Chronically Homeless Individuals	15 Beds \$296,258	-	0 Beds \$0	-	0 Beds \$0	-
Veteran Individuals	6 Beds \$296,258	-	0 Beds \$0	-	0 Beds \$0	-
Single Youth	0 Beds \$0	-	0 Beds \$0	-	0 Beds \$0	-

FUNDING ANALYSIS TABLE

TIER 1

TIER 1

Ranking	Weighted Priority Level Rating Score	Renewal, New, Expansion, Reallocate	Grant Number	Project Type	Organization Name	Project Name	CoC Funding Requested	CoC Amount Expended Last Operating Year
1	NOT RATED	Renewal	MD0139L3B061810	SO - coordinated enti	Human Services Programs SSO Coordinated Inti		\$ 32,098	\$ 32,098
2	Unspecified 85	Renewal	MD0134L3B061811	PSH	Human Services Programs Permanent Supporti		\$ 45,997	\$ 42,250
3	Unspecified 83	Renewal	MD0260L3B061807	PSH	Human Services Programs Permanent Supporti		\$ 43,644	\$ 40,419
4	Unspecified 82	Renewal	MD0133L3B061811	PSH	MD Department of Health Shelter Plus Care		\$ 135,161	\$ 122,138
5	Unspecified 75	Renewal	MD0135L3B061811	PSH	Human Services Programs Permanent Supporti		\$ 71,456	\$ 65,747
6	Unspecified 74	Renewal	MD0138L3B061810	PSH	Human Services Programs Safe Haven		\$ 74,314	\$ 74,314
7	Unspecified 100	New		RRH	Family and Children Servit DV Bonus		\$ 50,000	\$ -

Projects Not Selected For Funding

Ranking	Weighted Priority Level Rating Score	Renewal, New, Expansion, Reallocate	Grant Number	Project Type	Organization Name	Project Name	CoC Funding Requested	CoC Amount Expended Last Operating Year
---------	---	---	--------------	--------------	-------------------	--------------	--------------------------	---

Projects Exceeding ARD + CoC Bonus + DV Bonus Amount	\$0
--	-----

\$74,161	
\$74,161	
100%	
\$0	
\$50,000	

H+RRH	% of Ceiling
	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
	21
	22
	23
	24
	25
	26
	27
	28
	29
	30
	31
	32
	33
	34
	35
	36
	37
	38
	39
	40
	41
	42
	43
	44
	45
	46
	47
	48
	49
	50
	51
	52
	53
	54
	55
	56
	57
	58
	59
	60
	61
	62
	63
	64
	65
	66
	67
	68
	69
	70
	71
	72
	73
	74
	75
	76
	77
	78
	79
	80
	81
	82
	83
	84
	85
	86
	87
	88
	89
	90
	91
	92
	93
	94
	95
	96
	97
	98
	99
	100

MANUALLY EDIT!

CoC Funding Recommendation (manual entry)	Is 100% Dedicated + or CH Ind (Yes/No)																Met All HUD Threshold Requirements	Met All CoC Threshold Requirements	Project ID
	All Fam Beds	DV Fam Beds	CH Fam Beds	Vet Fam Beds	Par Youth Beds	All Ind Beds	DV Ind Beds	Total CH Ind Beds	Vet Ind Beds	Single Youth Beds	Is 100% Dedicated + or CH Fam (Yes/No)	No	Yes	Is 100% DV (Yes/No)	Yes	No			
\$ 32,098	0	0	0	0	0	0	0	0	0	0	No	No					NA		
\$ 45,997	0	0	0	0	0	4	0	4	3	0			Yes		Yes		467		
\$ 43,644	8	0	0	0	0	3	0	2	1	0			Yes		Yes		908		
\$ 135,161	2	0	0	0	0	9	0	5	1	0			Yes		Yes		615		
\$ 71,456	3	0	3	0	0	4	0	4	1	0			Yes		Yes		18		
\$ 74,314	0	0	0	0	0	25	0	0	0	0			Yes		Yes		6		
\$ 50,000	10	10	0	0	0	2	2	0	0	0	No	No		Yes	Yes		7		

MANUALLY EDIT![illegible]

**DEPARTMENT OF
CITIZEN SERVICES**

10 Distillery Drive Suite 101
Westminster, Maryland 21157-5194
410-386-3600, 1-888-302-8978
Fax 410-876-5255
TTY Users (MD Relay): 711/800-735-2258



Christine Kay, Director
Department of Citizen Services

September 12, 2019

Scott Yard, Executive Director
Human Services Program of Carroll County, Inc.
10 Distillery Drive
Westminster, MD 21157

Re: Project Application Rejection – 2019 Continuum of Care

Dear Mr. Yard:

Keeping in line with the Circle of Caring Homelessness Board's decision to reallocate all Safe Haven funding to Permanent Supportive Housing funding, during the ranking process the Safe Haven project renewal application has been rejected from the 2019 Continuum of Care (MD-506) submission. While this project was rejected, the CoC has accepted the reallocation of Safe Haven funding through a transition project to Permanent Supportive Housing.

Project Type	Tier	Rank	Project Description	Grant Request
Renewal	1	1	HSP Supportive Housing – Safe Haven Provides housing and case management in 25 bed facility for mentally ill and homeless men and women	\$74,314

HSP's continued contributions to and support of the Circle of Caring Homelessness Board are greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gabby Kahney", is written over a vertical blue line that extends from the signature down towards the name below.

Gabby Kahney, Program Evaluation Specialist

PUBLIC NOTICE

2019 Notice of Funding Availability Continuum of Care Programs for the Homeless

July 19, 2019 In response to HUD's release of the Continuum of Care (CoC) application, the Carroll County Circle of Caring Homelessness Board is inviting applications from new or existing CoC agencies to provide housing for homeless populations in Carroll County, Maryland. Agencies may apply for the renewal of existing CoC projects, may propose a reallocation of an existing project or may propose a new project or expansion of an existing project. The CoC has \$20,134 available for an eligible new or expansion project. In addition, the CoC has \$50,000 available for a new eligible project serving victims of domestic violence. All applicants must demonstrate a history of successful management of programs for the homeless and the capacity to provide or arrange for services for homeless populations.

To review Continuum of Care requirements, including eligible programs, go to:

<https://www.hudexchange.info/news/the-fy-2019-coc-program-competition-opening-and-updates/>

Important Dates - Carroll County CoC

8/5/2019	LOIs due from interested applicants - existing or new projects
8/6/2019	Rating and Ranking criteria publicly posted and sent to all agencies submitting LOI
8/19/2019	All project applications due to Citizen Services via PDF
9/4/2019	Written notice sent to successful and unsuccessful applicants
9/13/2019	Project upload to Esnap
9/19/2019	Board of County Commissioner approval
9/30/2019	CoC Deadline

Contact information:

Jennifer Quick
jquick@carrollcountymd.gov
Carroll County Department of Citizen Services
10 Distillery Drive
Westminster, MD 21157
410-386-3600

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 or email ada@carrollcountymd.gov as soon as possible but no later than 72 hours before the scheduled event.

Circle of Caring Homelessness Board

Public Notice

Public Notice

2019 Notice of Funding Availability

Continuum of Care Programs for the Homeless

July 22, 2019

In response to HUD's release of the Continuum of Care (CoC) application, the Carroll County Circle of Caring Homelessness Board is inviting applications from new or existing CoC agencies to provide housing for homeless populations in Carroll County, Maryland. Agencies may apply for the renewal of existing CoC projects, may propose a reallocation of an existing project or may propose a new project or expansion of an existing project. The CoC has \$20,134 available for an eligible new or expansion project. In addition, the CoC has \$50,000 available for a new eligible project serving victims of domestic violence. All applicants must demonstrate a history of successful management of programs for the homeless and the



Carroll County Circle of Caring Homelessness Board
Create Page @Username

- Home
- Events
- Reviews
- About
- Videos
- Photos
- Posts
- Jobs
- Community

Liked Following Share

Posts

Carroll County Circle of Caring Homelessness Board
Just now · 🌐

2019 Notice of Funding Availability
Continuum of Care Programs for the Homeless

July 22, 2019

In response to HUD's release of the Continuum of Care (CoC) application, the Carroll County Circle of Caring Homelessness Board is inviting applications from new or existing CoC agencies to provide housing for homeless populations in Carroll County, Maryland. Agencies may apply for the renewal of existing CoC projects, may propose a reallocation of an existing project or may propose... See More

EXC

Ben C

HUDEXCHANGE.INFO

The FY 2019 CoC Program Competition is Now Open and e-snaps is Now Available - HUD Exchange

The FY 2019 CoC Program Competition is...

Send Message

Community See All

Corey Hardinger-wilt and 2 other friends like this

Invite Friends

38 people like this

41 people follow this

About See All

Send Message

https://circleofcaring... Promote Website

Community

Suggest Edits

Page Transparency See More

Facebook is showing information to help you better understand the purpose of a Page. See actions taken by the people who manage and post content.

Page created March 14, 2018

INSTANT GAMES MORE



TRENDING AMONG FRIENDS MORE



YOUR PAGES

Carroll County Circle of Caring Homelessness Board

CONTACTS

- Robin Liller
- Heather Carden
- Maureen Starrs Knight
- Tiffany Stephan
- Caren Lynn Nazelrod

GROUP CONVERSATIONS

Create New Group

Search

From: [Kahney, Gabrielle K](#)
To: [Scott Yard](#); [Jennifer Graybill](#); [Amy.Baker@Maryland.gov](#); ["Priya Arokiaswamy \(Priya.Arokiaswamy@maryland.gov\)"](#); ["Sherry Boyd \(DHMH\) \(sherry.boyd@maryland.gov\)"](#); [ftburden@fcsmd.org](#); [kcashman@fcsmd.org](#)
Cc: [Standiford, Deborah](#)
Subject: CoC NOFA 2019 Ranking Policy
Date: Thursday, August 8, 2019 11:24:11 AM
Attachments: [2019 Continuum of Care Rank and Review Policy Carroll 506.pdf](#)

Good morning,

Attached is the ranking policy that was adopted by Carroll County's CoC committee for this year's competition. Should you have any questions please do not hesitate to reach out to me.

Thanks,

Gabby

Gabrielle Kahney

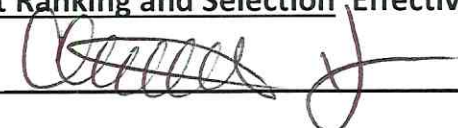
Program Evaluation Specialist
Department of Citizen Services
Local Management Board
Local Care Team
410-386-3614

CARROLL COUNTY

CIRCLE OF CARING HOMELESSNESS BOARD

Continuum of Care Policy

Policy on: Continuum of Care Project Ranking and Selection Effective: 7/29/19

Approved by Executive (CoC) Board: 

Date: 7/29/19

Purpose: To document the Carroll County, MD- 506 2019 Continuum of Care (Continuum of Care) Project Ranking and Selection Process

2019 HUD NOFA

The U.S. Department of Housing and Urban Development (HUD) released the 2019 Notice of Funding Availability <https://www.hudexchange.info/news/the-fy-2019-coc-program-competition-opening-and-updates/> on July 3, 2019.

The amount of available funding may not be enough to fund eligible renewal projects in 2019; therefore, HUD will continue to require Collaborative Applicants to rank all projects, except Continuum of Care planning and UFA Costs, in two Tiers. Tier 1 is equal to 94 percent of the Continuum of Care's 2019 Annual Renewal Demand (ARD). Tier 2 is 6% of the Continuum of Care's ARD. In addition, a bonus is available for new projects or an expansion of existing projects as described in HUD's NOFA and a bonus project serving victims of domestic violence is being offered.

2019 Continuum of Care Funding Carroll County (MD-506)

Category	2019 Grant Funding
Total Renewal Projects = \$402,670 (ARD)	
Tier 1 (94% of Total Renewals)	\$378,509
Tier 2 (6% of Total Renewals)	\$24,161
Bonus	\$20,134
DV Bonus	\$50,000
Total 2019 Funding	\$468,650

Carroll County NOFA

On July 22, 2019, The Carroll County Homelessness Board issued a NOFA for the 2019 Continuum of Care Competition. The following were invited via public notice to submit Letters of Intent by August 5, 2019 and applications by August 19, 2019:

1. **Renewal projects** – all current Continuum of Care projects are eligible for FY 2019 fund renewal. Projects will be required to submit Project applications to the Collaborative Applicant for review, approval and ranking.
2. **Reallocations** – Project applicants with eligible renewals can propose new projects by shifting funds from one or more existing projects to new projects without decreasing or increasing the Continuum of Care's ARD. Through the reallocation process:
 - a. Applicants may create new permanent supportive housing projects where all beds will be dedicated for use by the chronically homeless. New Permanent Supportive Housing Projects may also be created that meet all the criteria of DedicatedPLUS as defined in the NOFA.
 - b. Applicants may create new rapid re-housing projects for homeless meeting the criteria in the NOFA.
 - c. Applicants may create a new Joint TH and PH-RRH component as defined in in the NOFA.
 - d. The Continuum of Care Board will review project performance and monitoring results to determine if any projects should be recommended for reallocation per the Board Reallocation Policy.
3. **Bonus Projects** - The Permanent Housing Bonus is available to any existing or new applicant.
 - a. Applicants may create new permanent supportive housing projects where all beds will be dedicated for use by the chronically homeless. New Permanent Supportive Housing Projects may also be created that meet all the criteria of DedicatedPLUS as defined in the NOFA.
 - b. Applicants may create new rapid re-housing projects for homeless meeting the criteria in the NOFA.
 - c. Applicants may create a new Joint TH and PH-RRH component as defined in the NOFA.
 - d. Bonus project funding may also be used this year to expand an existing project. Both reallocation and bonus project types are eligible.
 - e. An additional allocation of bonus funding is available to create a new project to serve victims of domestic violence as defined in the NOFA.

Overview – Continuum of Care Project Selection Criteria

The Continuum of Care's homeless assistance programs will be evaluated by HUD Policy Priorities in the 2019 NOFA including but not limited to:

1. Contribute to Ending Homelessness for all persons
2. Contribute to the Continuum's Systemic Response to Homelessness
3. Ensure a Strategic Allocation of Resources
4. Use an Evidence Based Approach
5. Increase Client Employment
6. Use a Housing First Model (with flexibility around service participation once stably housed)

Tiers and Ranking:

1. To ensure the Continuum of Care can prioritize their projects locally in the event that HUD is not able to fund all renewals, HUD requires that Continuum of Cares rank projects in 2 tiers. The tiers are financial thresholds. This year Tier 1 is equal to 94% of the Continuum of Care's ARD.

Tier 2 is the amount between the Continuum of Care's Tier 1 and the Continuum of Care's Final Annual Renewal Demand (ARD).

2. The Continuum of Care must assign a unique rank to each project that it intends to submit to HUD for 2019 funding. Projects scoring highest and contributing to the HUD Policy Priorities including reducing homelessness in the CoC will be ranked and placed into Tier 1 until all Tier 1 funds are allocated. The remaining projects selected for funding will be ranked and placed into Tier 2 until all Tier 2 funds are allocated. HUD strongly advises Continuum of Care to rank higher those project applications that the Continuum of Care determines are high priority, high performing, and meet the needs and gaps as identified in the Continuum of Care.
3. Projects ranked in Tier 1 are considered relatively safe, while projects in Tier 2 are at risk.

Ranking and Selection

1. All renewal and new applications will be reviewed and ranked using the most recent HUD CoC Rating and Ranking Tool <https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>
2. Projects must meet Threshold Requirements including:
 - a. Coordinated Entry Participation
 - b. Housing First/Low Barrier Implementation
 - c. Documented Match
 - d. Reasonable cost per Permanent Housing exit
 - e. Financial feasibility
 - f. Active CoC Participation
 - g. Complete application and consistent data
 - h. Data quality above 90%
 - i. Bed utilization rates at or above 90%
 - j. Acceptable audit/financial review
 - k. Documented organization financial stability
3. Performance Measures – Rating Factors depend on Project type but include:
 - a. Length of Stay
 - b. Exits to Permanent Housing
 - c. Returns to Homelessness
 - d. New or increased income or earned income
4. Serve Priority Populations
 - a. Coordinated Entry Score
 - b. Chronically homeless
 - c. 50%+: Disability/Zero Income/Unsheltered
5. Beds dedicated to a Subpopulation
 - a. DV beds
 - b. 50%+ of beds: Chronic individuals or families; Veteran individuals or families; or parenting youth
6. Coordinated Entry (CE) – Since CE is mandated by HUD and the performance measures do not mirror those of housing projects, CE will be ranked one and fall into Tier 1 as long as the project meets the CoC threshold review.
7. Safe Haven (SH)– The CoC will treat SH as a Permanent Housing project for the purposes of ranking.

8. Other Criteria – Scored per the Customized Rating Criteria Tab
 - a. CoC Monitoring Score
 - i. Were there monitoring findings in the last program year?
 - b. Narrative Score
 - i. Did the narrative answer each question completely?
9. New projects created through reallocation will be ranked based on the performance of the renewal application which is being reallocated and in accordance with NOFA guidance.
10. Expansion projects submitted by current applicants will be ranked based on the performance of the existing project to be expanded.
11. Bonus projects submitted by new and existing applicants will be ranked based on the performance of similar projects.
12. All Permanent Supportive Housing Projects will be certified to have demonstrated a need in the Continuum's geographic area.
13. The Committee's final rankings will be submitted to the Circle of Caring Homelessness Board for a formal vote on or before August 30, 2019.
14. All project applicants will be notified in writing by September 4, 2019 of their project acceptance, rejection or reduction and the project's rank in Tier 1 or Tier 2.

Appeals Process:

Agencies that question the ranking and review process or feel that they have been unfairly eliminated from the competition may file an appeal. Project applicants whose project was rejected may appeal the local Continuum of Care competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local Continuum of Care planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline of 7:59:59 p.m. eastern time on September 30, 2019. The Continuum of Care's notification of rejection of the project in the local competition must be attached to the Solo Application. If the Continuum of Care fails to provide written notification outside of e- snaps, the Solo Applicant must attach evidence that it attempted to participate in the local Continuum of Care planning process and submitted a project application that met the local deadlines, along with a statement that the Continuum of Care did not provide the Solo Applicant written notification of the Continuum of Care rejecting the project in the local Continuum of Care competition. The appeal must be because a decision made by the Carroll County Circle of Caring Homelessness Board regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2019 Continuum of Care Guidelines. The appeal may be filed with the Circle of Caring Homelessness Board via email: ckay@carrollcountymd.gov by 3:00 pm, September 30, 2019 the appeal deadline.

Memorandum of Understanding Between
Carroll County Business and Employment Resource Center (American Job Center)
and the Carroll County Continuum of Care Executive Board

This Memorandum of Understanding (MOU) is entered into between Carroll County BERC (Business and Employment Resource Center/American Job Center) and the Carroll County Continuum of Care Homelessness Board on September 20, 2019.

BERC is committed to serving and prioritizing employment services to homeless in Carroll County, MD (MD506) through the following actions:

1. The Manager of BERC sits on the Executive Committee of the Carroll County Continuum of Care as a voting member.
2. At intake, BERC staff identify barriers and needs including those related to housing and homelessness. BERC encourages co-enrollment in services by making referrals to the CoC's shelter, rapid rehousing and permanent supportive housing operators.
3. BERC utilizes a co-case management model with partner agencies serving individuals with disabilities including those experiencing homelessness.
4. BERC prioritizes access to services for a variety of subpopulations including individuals experiencing homelessness. Services include but are not limited to:
 - a. regular job fairs
 - b. access to job opportunities
 - c. outreach to potential employers
 - d. partnerships with staffing agencies
 - e. transitional jobs for clients with limited job experience
 - f. funding for training and educational opportunities
5. BERC serves disconnected youth including youth experiencing homelessness with employment services as a member of a local state-funded coalition.



Denise Rickell
Manger, BERC



Christine Kay
Co-Chair, CoC Executive Committee



CITY OF WESTMINSTER PUBLIC HOUSING AGENCY

ADMINISTRATIVE PLAN

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

HUD Fiscal Year 2019-2020

Common Council

Dr. Robert Wack- Council President

Tony Chiavacci

Dr. Mona Becker

Gregory Pecoraro

Benjamin Yingling

Joe Dominick– Mayor

Cindy Valenzisi – PHA Executive Director

C. LOCAL PREFERENCES [24 CFR 982.207]

The PHA uses the following local preference system:

The waitlist will be managed by date, time and preference.

Preferred status on the waiting list will be given to the following ranking preferences:

- Persons who are working at least 20 hours per week at minimum wage within the City of Westminster corporate boundaries and is verified , and meet income requirements per HUD definition; or Persons who are currently enrolled in approved job training program within City of Westminster corporate limits
- Persons who are living within the City of Westminster corporate boundaries and meet income requirements per HUD definition; (a lease from an owner or agent will be required for verification purposes.)
- Persons who are elderly (age 62 or older) or have a disability and living within the City limits.
- Persons who are living in a sponsored homeless shelter in the City and are receiving case management from the shelter programs sponsored by Human Services Programs of Carroll County.
- Victims of domestic violence.
 - *Domestic violence* means actual or threatened violence by a member of a household directed at him/herself or another member of his/her household. The domestic violence should have occurred recently or be of a continuing nature. The definition of recent for this purpose would mean within a six month period. An applicant may qualify for a *preference for victims* of domestic violence if the applicant:
 - Vacated a unit because of officially (police or courts) documented domestic violence;
 - Lives in a unit with a person who engages in violence documented as above. The applicant must certify that the person who engaged in the violence does not reside with the applicant family unless the PHA gives advance written approval.

Note: Only one preference will be allowed