**Before Starting the CoC Application**

**NOTE: This is a downloaded version of the application from HUD’s e-Snaps website. The final submission will be in an e-Snaps 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

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**1A-1. CoC Name and Number:** MI-506 - Grand Rapids, Wyoming/Kent County

CoC

**1A-2. Collaborative Applicant Name:** Heart of West Michigan United Way

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

**1A-4. HMIS Lead:** The Salvation Army Social Services of Kent County

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

**Instructions:**

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**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** | Yes | Yes | Yes |
| **Law Enforcement** | Yes | No | No |
| **Local Jail(s)** | No | No | No |
| **Hospital(s)** | Yes | No | Yes |
| **EMS/Crisis Response Team(s)** | No | No | Yes |
| **Mental Health Service Organizations** | Yes | Yes | Yes |
| **Substance Abuse Service Organizations** | Yes | Yes | Yes |
| **Affordable Housing Developer(s)** | Yes | Yes | Yes |
| **Disability Service Organizations** | Yes | Yes | Yes |
| **Disability Advocates** | Yes | Yes | Yes |
| **Public Housing Authorities** | Yes | Yes | Yes |
| **CoC Funded Youth Homeless Organizations** | Yes | Yes | Yes |
| **Non-CoC Funded Youth Homeless Organizations** | Yes | Yes | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **Youth Advocates** | Yes | Yes | Yes |
| **School Administrators/Homeless Liaisons** | Yes | Yes | Yes |
| **CoC Funded Victim Service Providers** | Yes | Yes | Yes |
| **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 | Yes |
| **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)** |  | | |
|  |  |  |  |
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|  |  |  |  |

**Applicants must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.**

**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) All CoC membership meetings and CoC Steering Council (leadership board) meetings are open to the public. Attendees are invited to publicly comment on any item on the agenda, and time is set aside for new items to be considered. All meetings and times/dates/locations are posted in advance on the CoC’s website and sent to the body’s email list.

CoC members and staff solicit also feedback from a variety of stakeholders in the geographic area. During the development of the CoC’s three-year strategic plans, public meeting times are announced via email and the website and community members are recruited to give input on goals and objectives. CoC staff also give presentations and hold informational meetings, where individuals and organizations with knowledge of or a vested interest in preventing or ending homelessness are personally invited to attend CoC meetings, join the CoC, and present their opinions to the CoC membership.

2) At all CoC membership and committee meetings, information is communicated through handouts, presentations by representatives from member agencies, and documents sent to members and posted on the website ahead of and after meetings. CoC staff also communicate information in weekly email newsletters sent to the entire CoC membership.

3) The CoC’s Steering Council utilizes public feedback to make critical decisions about the direction of the CoC with respect to funding, strategic planning, and other efforts. For example, public feedback on racial disparities in homelessness led to the Steering Council approving an ongoing evaluation project with partner KConnect to analyze data and develop strategies for alleviating disparities.

4) All electronic documents sent to CoC members and posted on the website are in accessible PDF format. Additionally, Disability Advocates of Kent County provides sign language interpreters as needed at CoC meetings, and all meetings are held in ADA-compliant buildings near bus lines.

**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) CoC staff and members are actively engaged in inviting new community members from the geographic area to join the CoC throughout the year. This is accomplished through presentations at community meetings and individual solicitations to agency representatives. Membership information is also detailed on the CoC website and is available via link on the CoC’s Facebook page. Membership is free and open to representatives from the nonprofit sector, government, and business, as well as community residents with a vested interest in ending homelessness, including individuals who are experiencing or have experienced homelessness.

2) The CoC conducts an annual effort to recruit new members via email, public postings on the CoC website and social media pages, and personal appeals to organizations and individuals with knowledge of or an interest in preventing and ending homelessness in Kent County.

(3) All CoC documents posted online and sent to potential members are in accessible PDF format. Additionally, Disability Advocates of Kent County provides sign language interpreters as needed at CoC meetings, and all meetings are held in ADA-compliant buildings near bus lines.

4) New members are solicited annually.

5) The CoC has recently developed and seated a Youth Action Board and Veteran Action Board comprised of youth and veterans (respectively) who have experienced or are currently experiencing homelessness. These boards provide input and assistance with planning and outreach efforts focused on ending youth and veteran homelessness. Representatives from each action board are voting members of the Steering Council. The CoC also provides a monthly stipend to members of the Steering Council who are currently experiencing or have experienced homelessness. CoC staff meet regularly with currently or formerly homeless members of the Steering Council to provide context on upcoming agenda items.

**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) Each year, CoC staff develop an RFP for project proposals and application documents (including the application and scorecard for new/bonus/domestic violence projects). These documents are distributed via email to the full CoC membership and are posted on the CoC website and linked on the CoC Facebook page. The email and website postings both specifically mention that the CoC is accepting new, bonus, and domestic violence project applications from all interested and qualified parties, including those that have not previously received funding. The local application RFP provides applicants with detailed information on how to complete and submit applications.

2) All applications are reviewed to ensure that they met HUD eligibility requirements and are budgeted at the approved Annual Renewal Amount or HUD-prescribed amounts for bonus/domestic violence bonus projects. Those that pass the initial screening process are reviewed by CoC staff and the CoC’s Funding Review Committee, which is comprised of community members not affiliated with organizations receiving CoC funding. The committee reviews and ranks applications in priority order based on project performance, alignment with community needs and priorities, cost effectiveness, data quality, expenditure of funds, participation in Coordinated Entry, and other factors. Committee decisions are reviewed and approved by the Steering Council.

3) August 9, 2019.

4) Local applications are sent and posted in Microsoft Word format, with all directions and guidelines in simple text form for easy conversion for those using screen readers. A local disability rights professional and advocate is also a member of the Funding Review Committee, which ensures representation for people with disabilities in the application review process.

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

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**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)** | Yes |
| **Head Start Program** | No |
| **Funding Collaboratives** | Yes |
| **Private Foundations** | Yes |
| **Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and**  **Service Programs** | 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)** |  |
|  |  |

**Applicants must select Yes, No or Not Applicable for all of the listed organizations in 1C-1.**

**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) With respect to the City of Grand Rapids, ESG funds are allocated in support of activities identified in the CoC’s Strategic Plan. The CoC’s Funding Review Committee reviewed responses to the City’s 2019 Request for Qualifications and selected eligible service providers for ESG funding based on agency performance and capacity. These recommendations were approved by the CoC’s Steering Council and forwarded to the Grand Rapids City Commission for consideration and approval following a requisite public comment opportunity. CoC service standards were incorporated into contractual agreements executed between the city and service providers.

CoC staff from Heart of West Michigan United Way also collaborated with the Salvation Army Social Services of Kent County in planning and submitting an application for ESG funding from the Michigan State Housing Development Authority (MSHDA), with United Way serving as the fiduciary. The CoC’s Steering Council was consulted with respect to the requested budget and project components.

2) The CoC’s Steering Council regularly reviews the monthly ESG Financial Assistance Report that identifies the status of ESG-funded activities. CoC staff also provide the City of Grand Rapids with data for CAPER reports, PIT counts, and HMIS data as needed. CoC staff additionally work with the Salvation Army Social Services of Kent County to evaluate and report on project performance for MSHDA ESG funding, including monthly ESG Financial Assistance Reports, with periodic updates made to the CoC Steering Council.

(3) CoC staff provides HMIS, PIT, and HIC count data for all Consolidated Plan updates. For CoC members from local municipalities also facilitate information-gathering on community needs to incorporate into the plan updates. This includes consulting providers and residents through focus groups, individual consultations, resident surveys, and public hearings on causes of homelessness, service needs, and gaps in services.

**1C-2a. Providing PIT and HIC Data to**

**Consolidated Plan Jurisdictions.**

**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.**

Yes

**1C-2b. Providing Other Data to Consolidated**

**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.**

Yes

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating**

**Violence, Sexual Assault, and Stalking Survivors.**

**Applicants must describe:**

**1. the CoC’s protocols, including 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) The CE agency screens for DV early in the assessment process, using trauma-informed, victim-centered screening protocols that prioritize safety needs, ensure participant choice, and accommodate the unique circumstances of each person. If DV needs are identified, the household is offered the option of connecting with DV service providers for further risk assessment, safety planning, and emergency shelter as needed. Those requesting services directly from DV providers participate in immediate risk assessment and safety planning, complete the CE assessment, and are prioritized for housing resources aligned with their needs (including CoC and ESG-funded programs). This may include placement in emergency DV shelter, DV-specific transitional housing, or development of a housing/safety plan, with wrap-around DV supportive services offered. An example of a local DV-specific resource is YWCA West Central Michigan’s Project HEAL, which receives Department of Justice (Office on Violence Against Women), Department of Health and Human Services (TANF), and HUD (CoC Program) funding to provide transitional housing, inclusive of case management, counseling, and advocacy. The CoC also maintains an Emergency Transfer Plan that requires all CoC and ESG-funded permanent or transitional housing programs to permit DV survivors to request an emergency transfer to a new unit in full compliance with 24 CFR Part 5.

2) CE staff are trained to assist clients in making informed choices that prioritize safety and confidentiality, while upholding client self-determination and autonomy. During the CE process, staff provide clients with contact information for DV resources, but never make decisions or speak on behalf of the client; this empowers survivors to act as self-advocates and protects confidentiality as agency records need not be shared. Clients are also empowered to complete safety plans with a DV provider, regardless of what type of housing they select.

**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) Domestic violence/victim service providers are voting members of the CoC and are represented on the CoC’s Steering Council, as well as the CoC’s Coordinated Entry Committee. DV providers attend meetings of the full CoC membership (bimonthly meetings) and CoC Steering Council (monthly meetings), where they share expertise and insights into the needs of the community’s DV populations. Each year, the CoC’s Steering Council invites the community’s DV providers to conduct training for the entire CoC membership on best practices, safety and planning protocols, and trauma-informed, victim-centered approaches for serving survivors of domestic violence, dating violence, sexual assault, and stalking. YWCA West Central Michigan (DV provider), Safe Haven Ministries (DV provider), the Kent County Human Trafficking Task Force (coalition of local agencies focused on combatting human trafficking in the county), and the Domestic Violence Community Coordinated Response Team (team of local DV professionals that provide coordination and collaboration around DV issues) additionally provide specialized training to member organizations by request on these subjects.

2) The CE agency (Salvation Army Social Services of Kent County) engages with DV service providers on a quarterly basis at minimum to coordinate housing needs and assessment processes for those experiencing DV, including ongoing training of CE staff by DV providers. Additionally, three times each year, YWCA West Central Michigan offers a 20-hour training open to all community partners on the dynamics of domestic and sexual violence and how to respond to and support survivors in a trauma-informed manner. The Salvation Army has incorporated this YWCA training as a component of its new staff orientation process for CE.

**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)**

DV providers maintain statistical data on survivors of domestic violence, dating violence, sexual assault, and stalking that access emergency shelter and transitional housing, including client-level PIT count data. This data is maintained in databases with comparable rigor and confidentiality standards to HMIS. Data is provided on an aggregate and client level in a de-identified format to the CoC – including the CoC’s Steering Council, Data Analysis Committee, and general membership meetings – for determining community needs and strategy from a client-centered, trauma-informed perspective. Data points considered include volume of requests for shelter compared with provider capacity, exits into permanent housing from shelter and transitional housing, all APR data for transitional housing exits, and shelter length of stay. As members of the CoC and its committees, DV providers advocate for and ensure that all analysis and strategic planning is done from a client-centered, trauma-informed perspective focused on the specific needs of DV survivors.

**\*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** |
| Grand Rapids Housing Commission | 42% | Yes-HCV | No |
| Michigan State Housing Development Authority | 86.7% | Yes-HCV | Yes-HCV |

**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) The CoC continually engaged in conversations with the largest local PHA, the Grand Rapids Housing Commission (GRHC), to discuss the benefits of instituting a homeless preference, which has resulted in the GRHC adopting this policy. The CoC has also worked with the Michigan State Housing Development Authority (MSHDA) on its general homeless preference.

**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)**

MSHDA is a PHA that provides HCVs.

**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)**

In 2016, the CoC implemented a non-discrimination and involuntary family separation policy that applies to all CoC members. The CoC’s local application process specifically requires applicants to certify that they will comply with all laws and regulations prohibiting discrimination, including discrimination against protected classes specified in the Fair Housing Act and Equal Access to HUD-Assisted or -Insured Housing rule. The CoC held a training on addressing and preventing discrimination against these protected classes and the respective legislation/regulations at a CoC membership meeting for all members this past August.

With respect to LGBTQ populations, the CoC hosts the Grand Rapids Pride Center – a local LGBTQ-focused nonprofit – to provide training on serving and working with LGBTQ populations at a CoC general membership meeting annually. The CoC is also currently engaged in a collaborative effort to address and reduce LGBTQ homelessness in the community based on a comprehensive report and recommendations by the True Colors Fund.

With respect to discrimination based on race and color (per the Fair Housing Act protected classes), the CoC is currently engaged in a comprehensive evaluation of racial inequities within the local housing system in partnership with KConnect, a local collaborative of public, nonprofit, and private organizations. This evaluation will assist the CoC in learning about community needs and designing strategies to increase affordable housing and eliminate racial disparities in housing for people of color. This process includes feedback and expertise provided by local residents with lived experiences of homelessness. The evaluation will be completed by December 2019, with recommendations and implementation of strategies by the CoC Steering Council and wider CoC membership to follow.

**\*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 |
| **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 |

**Applicants must select Yes or No for all of the listed policies in 1C-5a.**

**\*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:** | **x** |
| **2. Engaged/educated law enforcement:** | **x** |
| **3. Engaged/educated local business leaders:** | **x** |
| **4. Implemented communitywide plans:** | **(blank)** |
| **5. No strategies have been implemented:** |  |
| **6. Other:(limit 50 characters)** |  |
|  |  |
|  |  |
|  |  |

**At least one box must be checked.**

**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 CE system covers the entirety of Kent County, including all urban, suburban, and rural areas.

2) The CoC’s outreach providers include agencies that specialize in working with populations such as individuals with mental health concerns, unaccompanied youth, veterans, and rural populations. Outreach providers work with community partners to identify “hot spots” of specific population groups and conduct targeted outreach to complete assessments and refer individuals/families to CE. CE staff also recently began visiting DV shelters to provide survivors with information about available housing resources.

3) The CoC utilizes the VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool) to assess individuals through CE, which specifically identifies risk factors including domestic violence, sexual assault, risk of harm, chronic homelessness, physical health, substance use, mental health, and trauma. The tool is used to create a score summarizing the individual’s needs, with those scoring the highest being prioritized for housing placement. The CE agency also uses a prioritization process for housing which follows the Chronic Homeless Order of Priority, which requires that the longest homeless, most vulnerable households are prioritized for housing. The CoC’s Strategic Plan also includes a benchmark goal that referrals from CE are made within 48 hours of a unit/bed becoming available.

CE staff refer individuals to specific community supports based on their needs. Organizations that accept referrals through CE include domestic violence support agencies (YWCA, Safe Haven Ministries), educational programs (Kent Intermediate School District, local school districts), law enforcement for immediate safety needs, the local community mental health provider (network180), social services for food and health care needs (Kent County Department of Health and Human Services, Community Food Club), legal support (Legal Aid of West Michigan), and others.

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

**Instructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition

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**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:** | **x** |
| **Health Care:** | **x** |
| **Mental Health Care:** | **x** |
| **Correctional Facilities:** | **x** |
| **None:** |  |

**At least one box must be checked.**

**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

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**\*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** | Yes |
| **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 |

**Applicants must select Yes or No for all of the questions in 1E-1.**

**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 |

**Applicants must select Yes or No for all of the responses in 1E-2.**

**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) Consistent with last year’s local applications, the CoC integrated specific vulnerabilities into the local application for renewal projects. Each renewal project was required to provide the percentage of households served that were chronically homeless, had zero income at entry, and had two or more mental or physical health conditions, respectively. The extent to which projects demonstrated that they were serving these hard-to-serve populations was weighted at 24 percent of the total points allowable – second only to project performance. This ensured that project impact on the highest-need populations was reflected in each individual project’s score. Additionally, all new and renewal projects were required to state if they focused on one of several specifically-identified target populations (based on HUD priorities and local needs), including domestic violence survivors, chronically-homeless individuals, veterans, families, and youth.

2) With respect to the review and ranking process, the CoC’s Funding Review Committee specifically reviews each project based on its score (which incorporates the aforementioned questions on vulnerable, high-need populations) and the project’s impact on the most vulnerable target populations (i.e. domestic violence survivors, chronically-homeless persons, veterans, families, and youth). The committee takes multiple factors into consideration when reviewing projects, including the impact of working with the hardest-to-serve populations on the project’s score; the project’s impact on outcomes for the most vulnerable individuals; total units prioritized for high-need populations; and if the project is the only one of its kind in the area serving a specific target population. The committee develops the final Project Priority Listing with the goal of ensuring that the most vulnerable populations with the most severe needs have access to high-quality programming.

**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Public Posting of Objective Review and Ranking**  **Process** |  | **Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings** |  |
| **1. Email** | **x** | **1. Email** | **x** |
| **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.)** | **x** | **5. Social Media (Twitter, Facebook, etc.)** | **x** |
| **6. Did Not Publicly Post Review and Ranking Process** |  | **6. Did Not Publicly Post CoC Consolidated Application** |  |

**Applicants must check at least one box under each heading.**

**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:** 29%

**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’s reallocation policy requires that projects be selected as potential candidates for reallocation based on project performance, with consideration given to HMIS data, HUD Annual Performance Report data, PIT and HIC count data, cost per household served, and HUD CoC system performance measurements. Reallocation is discussed following the submission of project applications for the CoC Program Funding Competition by the Funding Review Committee, CoC staff, and CoC-funded agencies. Agencies may voluntarily reallocate a project and either submit a new project with reallocated funds or make funds available as new project funding. Alternatively, the CoC may make a performance-based reallocation if the Steering Council determines that the project is low-performing or not meeting community needs.

2) The CoC’s Steering Council approved the reallocation policy in 2015.

3) The reallocation process is described in the annual RFP for local applications. The CoC’s reallocation policy is also available on the CoC’s website.

4) Projects are identified as low-performing if they score low on renewal applications relative to other projects with respect to project performance and utilization, cost effectiveness, data quality, expenditure of funds, participation in CE, alignment with HUD regulations and policy priorities, and other areas. Projects are classified as having less need if HMIS and other community data indicate that the project is not serving an identified community need.

5) Performance-based reallocation decisions are made by the Steering Council after discussions with providers, CoC staff, and Funding Review members. The decision to reallocate is made if it is determined that a project’s performance issues are not likely to be rectified, or if data shows that other community needs are more pressing and funds would be more effectively spent on a new project with a different focus.

**DV Bonus**

**Instructions**

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**1F-1 DV Bonus Projects.**

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

**Applicant Name DUNS Number**

This list contains no items

**1F-1 DV Bonus Projects.**

**Applicants must indicate whether the CoC is 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 | 4,406 |  |
| --- | --- | --- |
| the CoC is Currently Serving | 2,617 |  |

**Applicants must provide a value for both entries in 1F-2.**

**\* 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) The calculation was derived from the total number of DV survivors requesting housing or supportive services at one of the county’s two DV providers in their most recent fiscal years (YWCA West Central Michigan and Safe Haven Ministries).

2). The data source for the calculation was the comparable databases utilized by the county’s DV providers.

**1F-3. : SSO-CE Project–CoC including an SSO-CE project for DV Bonus funding in their CoC Priority Listing must provide  
information in the chart below about the project applicant and respond to Question 1F-3a.**

| DUNS Number |  |
| --- | --- |
| Applicant Name |  |

**\* 1F-3a. Addressing Coordinated Entry Inadequacy.   
  
Applicants must describe how:   
1. the current Coordinated Entry is inadequate to address the needs of survivors of domestic violence, dating violence, or stalking; and   
2. the proposed project addresses inadequacies identified in 1. above.   
(limit 2,000 characters)**

**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.**

**For each project, provide:**

1. **Applicant Name**: Community Rebuilders
2. **DUNS #:** 948960398
3. **Rate of Housing Placement of DV Survivors – Percentage:** 89%
4. **Rate of Housing Retention of DV Survivors – Percentage:** 95%

**1F-4a: Instructions–Narrative 500 Character Limit**

**Applicants must describe:**

1) Housing placement was calculated by dividing the number of DV survivors who moved into permanent housing while in Community Rebuilders/Safe Haven Ministries projects by the total number of DV survivors in these projects. Housing retention was calculated by dividing the number of DV survivors who maintained permanent housing placement upon exit from projects by the number of DV survivors who exited into permanent housing from projects. This data was pulled for the time frame July 2018 – June 2019.

2) Data was compiled from Community Rebuilders, which uses HMIS, and Safe Haven Ministries, which uses a separate database with comparable rigor and confidentiality standards to HMIS.

**1F-4b. DV Survivor Housing. Instructions–Narrative 2,000 Character Limit**

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.**

This project will be a collaborative effort between Community Rebuilders (current CoC funding recipient for rapid re-housing and permanent supportive housing) and Safe Haven Ministries, a local nonprofit with 30 years of experience providing DV-specific shelter and supportive services. With respect to Safe Haven Ministries’ current programming, staff advocates work collaboratively with clients to conduct strengths-based assessments of housing barriers and develop goal plans to identify solutions to clients’ unique challenges. Advocates also assist clients in completing the Coordinated Entry assessment to ensure they are prioritized for permanent housing resources at community providers.

With respect to Community Rebuilders’ current rapid re-housing programming, upon intake, every participant is connected with a trained Housing Resource Specialist experienced in providing strengths-based, housing-first services. Specialists work with participants to complete an assessment to identify housing history, barriers to housing, and client strengths, with the goal of helping each participant obtain housing within 21 days. Participants and specialists develop individualized housing plans that allow the client to select housing of their choice. Participants are then assisted in securing a lease in the private rental market utilizing Community Rebuilders’ long-standing relationships with local landlords. Staff inspect each unit to ensure it meets HQS (High Quality Standards) and HUD’s rent reasonableness guidelines. Specialists provide advocacy and assistance to help clients negotiate the lease provisions and ensure they understand the obligations of their lease.

**1F-4c: DV Survivor Safety. Instructions–Narrative 2,000 Character Limit**

**Applicants must describe how project applicant(s):**

1-a) Safe Haven staff participate in monthly professional development and continuing education on survivor safety. As CoC members, Community Rebuilders staff receive annual training from local DV providers on best practices for serving DV survivors, including safety planning.

1-b) Community Rebuilders and Safe Haven Ministries staff both utilize private family meeting rooms at project sites.

1-c) Safe Haven staff utilize a screening process that identifies primary aggressors and encourage clients to meet separately to ensure emotional/physical safety. Safe Haven staff will train Community Rebuilders staff on these practices.

1-d) With respect to both agencies, staff educate clients on all housing options and empower them to identify the type of housing that is best aligned with their needs. Safe Haven staff are available to assist survivors throughout Kent County in safety-planning.

1-e) Safe Haven Ministries operates an emergency shelter with a secure, gated perimeter, and a video/audio security system at each entrance with panic buttons to engage law enforcement. All windows are secured and regular maintenance is conducted to ensure safe conditions for survivors. Community Rebuilders also works directly with landlords to ensure that rental sites are safe and in compliance with HQS regulations.

1-f) Safe Haven’s emergency shelter is utilized solely by shelter residents, with restricted access for community members and limited staff access to the residential facility. Any necessary outside maintenance provider is required to sign a confidentiality agreement. Safe Haven also has separate meeting areas for survivors to meet with service providers.

2) Safe Haven staff advocates regularly meet with clients for safety planning to ensure that all safety concerns are being addressed. Safe Haven staff also regularly conduct anonymous client exit surveys to determine if survivors were satisfied with staff assistance on safety planning (90% reported satisfaction in 2019).

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

**Guidance–To be eligible for DV Bonus funding, HUD will evaluate project applicants based on the degree they provide trauma-informed, victim-center approaches.**

**Instructions–Narrative 4,000 Character Limit**

**Applicants must describe:**

1) Safe Haven Ministries has 30 years of experience in providing services for DV survivors that operate based on trauma-informed, victim-centered principles, including emergency shelter, counseling, case management, support groups, provider training, advocacy, and safety-planning. Community Rebuilders has 25 years of experience in using federal funds to provide rapid re-housing and permanent supportive housing using trauma-informed approaches.

2-a) Upon intake, each participant will be connected with an experienced Housing Resource Specialist, who will work with survivors to complete assessments to identify strengths and barriers to housing. Participants and specialists will then develop individualized housing plans that will empower survivors to select the type of housing best aligned with their needs, as well as action plans to meet their goals. Survivors may choose transitional housing and then move into permanent housing of their own choosing or utilize the rapid re-housing component of the project. Survivors may also transition “in place” by using the transitional housing units as their permanent housing placements.

Survivors who select the rapid re-housing component will be assisted in securing a lease in the private rental market. Staff will inspect each unit to ensure it meets HQS (High Quality Standards) and HUD’s rent reasonableness guidelines. Specialists will also provide advocacy and assistance to clients in negotiating and understanding the lease provisions. Survivors in both types of housing will receive domestic violence-specific supportive services through Safe Haven Ministries.

2-b) All services offered through this project will be voluntary and directed by the survivor. Specialists will offer strengths-based case management, which will include the development of housing plans based on survivors’ specific needs and desires.

2-c) Program participants will be encouraged to attend trauma-informed support groups at Safe Haven Ministries and will receive individualized trauma education from Safe Haven’s domestic violence advocates. Safe Haven staff will also train Community Rebuilders’ Housing Resource Specialists on best practices in providing program participants with information on trauma and trauma-informed resources.

2-d) All services will be delivered using a strengths-based approach that will draw on the inherent strengths of each participant and minimize re-traumatization. Initial client assessments will focus on identifying participant strengths and opportunities for growth. Specialists will then work with clients in developing and implementing strength-based action plans focused on achieving their specific goals, such as increasing income and obtaining employment.

2-e) The program partners will regularly review client data to identify and address disparities in program services and outcomes. Staff from both agencies will also continue to regularly participate in cultural competency training on implicit bias, culturally-responsive practices, and inclusive language. Both agencies additionally have Spanish-speaking staff who will accommodate English-limited participants.

2-f) Specialists will encourage survivors to participate in weekly peer support groups at Safe Haven, including specialized groups for parents and children, and will provide referrals and linkages to community supports, including faith-based opportunities (as a faith-based organization, Safe Haven Ministries maintains close relationships with many faith-based partners.)

2-g) Specialists will work with participants to identify parenting supports needed and will assist clients in applying for childcare benefits and locating childcare centers. Additionally, all participants will be encouraged to attend Safe Haven’s psychoeducational support groups for parents, which focus on healthy strategies for parenting traumatized children, and children’s groups, which focus on healthy expression and feeling identification.

**1F-4e: Meeting Service Needs of DV Survivors. Instructions–Narrative 2,000 Character Limit**

**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**

With respect to Safe Haven Ministries’ current programming, staff advocates work with clients to identify service needs and connect them with supportive services, including the following:

- Case management services, including for residents and non-residents.

- On-site legal services in partnership with Legal Aid of Western Michigan, as well as staff accompaniment to court hearings and appointments.

- Assistance with applying for benefits such as Medicaid and childcare benefits.

- Support in obtaining primary, mental, and other health care for immediate or preventative care needs for survivors and their children.

- Transportation assistance.

- Referrals to Goodwill Industries of West Michigan and Michigan Works!, which offer a range of employment services including job/interviewing training, employment training programs, access to computers, and staff for assisting with resume development.

- Financial literacy training from Mercantile Bank on budgeting, banking basics, and building and repairing credit.

- Support groups, including specialized groups for parents and children.

Safe Haven advocates also assist clients in completing the Coordinated Entry assessment to ensure they are quickly prioritized for permanent housing. Through the CE process, clients may be referred to rapid re-housing through Community Rebuilders, permanent supportive housing, or transitional housing or shelter placement for clients with immediate safety risks. Safe Haven offers clients the supportive services listed above throughout the process of obtaining permanent housing. Once clients are connected with permanent housing, Safe Haven advocates continue to offer trauma-informed supports and safety planning around the new unit, neighborhood, and school, as well as assistance with legal supports to overcome assailant attempts to sabotage a participant’s permanent housing.

**2A. Homeless Management Information System**

**(HMIS) Implementation**

**Intructions:**

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**2A-1. HMIS Vendor Identification.**

**Applicants must review the HMIS software vendor name brought forward from FY 2018**

**CoC Application and update the information if there was a change.**

WellSky

**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** | 657 | 72 | 585 | 100 % |
| **Safe Haven (SH) beds** | 0 | 0 | 0 | 0 % |
| **Transitional Housing (TH) beds** | 264 | 118 | 146 | 100 % |
| **Rapid Re-Housing (RRH) beds** | 276 | 0 | 276 | 100 % |
| **Permanent Supportive Housing (PSH) beds** | 826 | 0 | 826 | 100 % |
| **Other Permanent Housing (OPH) beds** | 111 | 0 | 111 | 100 % |

**All fields in 2A-2 must be completed. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

**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)**

N/A

**\*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)**

04/30/2019

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

**Instructions:**

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**2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

2/6/2019

**2B-2. PIT Count Data–HDX Submission Date.**

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

4/30/2019

**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)**

1) The CoC’s sheltered count implementation was significantly influenced by inclement weather conditions brought about by the Polar Vortex which affected much of the Midwest this past winter. In response to extreme weather – including dangerous below-zero low temperatures and unusually large amounts of snowfall – the CoC’s Outreach Committee made a concerted effort to connect homeless individuals with shelter. Prior to the count, outreach teams deployed vans to identify as many unsheltered individuals as possible and bring them back to shelters. The PIT count date was also moved to the beginning of February as a result of Kent County declaring a State of Emergency and multiple agencies closing due to the extreme weather conditions.

Additionally, members of the CoC’s Outreach Committee, which oversaw the implementation of the PIT count, connected with homeless liaisons at the Kent Intermediate School District (Kent ISD – regional school district) to better count sheltered youth and their families. A representative from the State of Michigan’s HMIS Lead Agency and the CoC’s HMIS Specialist also participated in planning meetings for the PIT count, bringing a data-focused perspective to the proceedings and planning.

2) The outreach teams’ increased efforts to connect individuals with shelter likely caused a greater number of chronically-homeless persons who would have otherwise remained in cars or unknown encampments to enter shelter and be counted. This likely contributed to the increase in sheltered individuals compared with the 2018 count. The outreach to homeless liaisons at Kent ISD also helped to ensure a more accurate account of youth and their families, which also may have contributed to the increase. The data professionals helped to ensure greater accuracy by asking all HMIS shelter providers to input client data in real time and agency administrators to review data and rectify any quality errors before submission to HUD.

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

**Disaster.**

**Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a**

**Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.**

N/A

**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) In response to extreme weather conditions brought about by the Polar Vortex this past winter – including dangerous below-zero low temperatures and unusually large amounts of snowfall – the CoC’s Outreach Committee made a concerted effort to connect unsheltered homeless individuals with shelter. Members of the CoC’s Outreach Committee, which oversaw the implementation of the PIT count, also connected with homeless liaisons at the Kent Intermediate School District (Kent ISD) – the regional school district in the community – to better count unsheltered youth and their families. Additionally, a representative from the State of Michigan’s HMIS Lead Agency and the CoC’s HMIS Specialist both participated in planning meetings for the PIT count, bringing a data-focused perspective to the proceedings and planning.

2) The outreach teams’ increased efforts to connect individuals with shelter likely caused a greater number of chronically-homeless persons to enter shelter and be counted; this likely contributed to the significant decrease in unsheltered individuals in the 2019 count compared with the 2018 count. The increased outreach to homeless liaisons through Kent ISD also helped to ensure a more accurate count of youth and their families. The data professionals additionally helped to ensure greater accuracy by asking all HMIS shelter providers to input client data in real time and agency administrators to review data and rectify any quality errors before submission to HUD.

**\*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.**

**(2,000 characters)**

1) To better count youth experiencing homelessness, the CoC held its first-annual Voices of Youth Count in October 2018. This new annual count is intended to help the community gain a more accurate understanding of youth homelessness, as youth have been less likely to participate in traditional PIT counts due to stigma and safety concerns. The count was overseen and implemented by the CoC’s Youth Advisory Board (YAB), which is comprised of young people with current or recent experiences of homelessness, and Youth Committee, which is a collaborative of youth-serving providers throughout Kent County. The planning partners utilized survey/assessment tools from Chapin Hall’s Voices of Youth Count Toolkit to implement the count, with adjustments based on local needs. The CoC’s Youth Committee worked with a wide variety of community agencies to refine the assessment tool, identify locations where youth congregate, and implement the count. This included local youth housing providers (including 3:11 Youth Housing, Arbor Circle, Community Rebuilders, Covenant House Academy, Mel Trotter Ministries), youth service providers (Bethany Christian Services, Family Promise, HQ, Grand Rapids Pride Center), and educational providers (Kent Intermediate School District).

2) The CoC’s Youth Committee engaged partners in street-canvassing and counting youth at local service providers and faith-based institutions. Teams of volunteers from area agencies and businesses were matched with YAB members and Arbor Circle’s Street Outreach Program staff to canvas areas within the community where youth are known to congregate.

3) YAB members – all of whom are young people with current or recent experiences of homelessness – took on leadership roles in the planning and execution of the count. Youth participated in the development of assessment materials, identifying locations where youth congregate, and conducting the count.

**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 Polar Vortex that affected much of the Midwest this past winter – which resulted in Kent County declaring a State of Emergency due to deadly sub-zero temperatures and large amounts of snowfall – led the CoC’s Outreach Committee to place an increased emphasis on shelter outreach. Prior to the count, outreach teams deployed vans to identify as many unsheltered individuals as possible and bring them back to shelters. This likely caused a greater number of chronically-homeless persons who would have otherwise remained in cars or unknown encampments to enter shelter and be counted.

In preparation for the count, outreach providers conducted surveys at local shelters and worked closely with shelter staff and law enforcement to identify encampments, which included using Google Maps to document encampment locations. CE staff also provided outreach teams with information on areas where individuals and families reporting staying, including specific addresses and street corners.

2) Community family shelter providers worked with local media outlets to raise awareness of family homelessness in an effort to reduce stigma and fear among families about accessing shelter. Additionally, the CoC further developed relationships with McKinney-Vento homeless liaisons at local school districts, who helped identify families and children at risk of or experiencing homelessness. CE staff also provided information to outreach staff on known locations where families with children were residing.

3) The lead agency for the CoC’s Ending Veteran Homelessness Committee worked in collaboration with the largest shelter providers in the area to ensure that all shelter guests were asked about their veteran status. Additionally, staff from the local VA health care office, Supportive Services for Veteran Families provider, and CE agency also met prior to the PIT count to identify individuals who were refusing to enter shelter/housing programs to better identify them during the count.

**3A. Continuum of Care (CoC) System**

**Performance**

**Instructions**

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**\*3A-1. First Time Homeless as Reported in HDX. Applicants must:**

**Report the Number of First Time Homeless as Reported in HDX. 2,817**

**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’s process for identifying risk factors for first-time homelessness consists of analyzing HMIS data collected from CE assessments. HMIS data is analyzed by the CoC’s Data Analysis Committee to identify trends and barriers that contribute to first-time homelessness. Based on the committee’s analysis this past year, the Steering Council concluded that the primary risk factors for first-time homelessness are income that does not match increases in cost of living – including for housing and basic needs such as food, transportation, and childcare – as well as evictions. This is consistent with data showing that 37 percent of households in Kent County lack the income to afford basic needs (United Way Worldwide, 2019). However, the Steering Council will continue to examine the Data Analysis Committee’s ongoing analysis of community data to determine emerging trends and barriers contributing to first-time homelessness.

2) To address individuals and families at risk of becoming homeless, the CoC partners with a variety of local systems and organizations to advocate for at-risk populations and address systemic issues contributing to first-time homelessness. This includes partnering with multiple district courts to expand eviction prevention services throughout the county and participating in the efforts of community systems impacting basic needs, including the Kent County Essential Needs Task Force (collaborative which convenes community stakeholders to address basic needs including food security, transportation, employment, and environmental issues); Talent 2025 (workforce development collaborative of local employers); the Kent Intermediate School District (regional school district for Kent County); and other community partners.

3) The CoC’s Steering Council and Data Analysis Committee are responsible for overseeing this strategy.

**\*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.** 304

**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) The CoC’s Coordinated Entry (CE) process quickly refers individuals and families to housing resources in the community, using an assessment tool (VI-SPDAT) that prioritizes individuals/families for housing placement based on level of vulnerability. Additionally, the CE process provides wrap-around services while individuals and families are in shelter or waiting for housing resources to reduce the length of time homeless; this includes referrals to basic needs programs (food assistance, health care, employment services, etc.) to address barriers and issues contributing to the housing crisis, as well assistance with building natural supports to self-resolve the housing issue.

The CoC also maintains benchmark goals established in its current Strategic Plan to reduce the length of time individuals and families remain homeless, including:

- The CE agency will make referrals to program openings within 48 hours of each bed/unit opening.

- Outreach teams will target long-term stayers in emergency shelters (in shelter for 30 or more days) for housing assessments to determine eligibility for permanent housing programming.

2) The VI-SPDAT assessment tool asks how long individuals/families have lacked permanent stable housing and the number of times they have been homeless in the last three years. This information, along with targeted efforts by the community’s outreach teams, helps the CoC identify individuals and persons in families with the longest length of time homeless. The CE agency also uses a prioritization process that follows the Chronic Homeless Order of Priority, which requires that the longest homeless, most vulnerable households are prioritized for housing.

3) The Steering Council and CoC staff are responsible for this strategy.

**\*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.** | 36% |
| **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.** | 97% |

**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 exits to permanent housing is firstly focused on increasing permanent housing resources. New projects in development by CoC members include Dwelling Place’s Harrison Park and Pine Avenue Apartments, which will together create 68 affordable rental units, including 18 reserved for domestic violence survivors and 16 units with Housing Choice Vouchers (projected opening in early 2020). Another new project is the Inner City Christian Federation’s 501 Eastern project, which will create 17 PSH units for homeless youth (projected opening in January 2020). These new units will provide resources for populations disproportionately represented in shelters.

Secondly, housing providers connect project participants with resources to assist them in exiting to permanent housing, including case management, mental health supports, education, employment training, and permanent housing referrals. For example, three CoC agencies provide diversion services to Category 1 homeless families to assist them in exiting to permanent housing. Since 2016, the diversion program has served 450 families, with 85 percent exiting to permanent housing or long-term housing with family/friends.

2) The CoC’s Steering Council is responsible for overseeing this strategy.

3) To increase client retention in or exits to permanent housing, the CoC’s strategy is to facilitate resource referrals to ensure that clients have the necessary supports to either obtain or maintain their housing. Providers share best practices and make referrals to connect clients with housing stability resources, including case management, food assistance, mental and physical health services, substance use treatment, employment assistance, and financial assistance. Additionally, the CoC’s current Strategic Plan includes a goal to increase eviction prevention resources, which are in development by an ad hoc committee.

4) The Steering Council is responsible for overseeing this strategy.

**\*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.** | 5% |
| **2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.** | 6% |

**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) The CoC’s strategy for identifying individuals and persons in families who return to homelessness is to utilize data identified in APR and System Performance Measure (Measure 2) reports, with analysis by the CoC’s Data Analysis Committee to identify trends and barriers. Front-line staff from local providers also share their observations on trends and common factors at meetings of the general CoC membership and CoC Steering Council. Inadequate income to meet rising housing costs and younger age groups (25-34) have been identified as common factors for returns to homelessness.

2) The CoC’s strategy to reduce returns to homelessness focuses on facilitating training, best practice-sharing, and resource referrals among providers to increase client access to supports for maintaining housing stability and building self-sufficiency. Last year, the CoC doubled the number of trained SOAR (SSI/SSDI Outreach Access and Recovery) case managers, which has increased the community’s capacity to assist individuals in accessing income from SSI/SSDI benefits. Providers also regularly make referrals to connect clients with resources to ensure housing stability, including case management, food assistance, mental and physical health services, substance use treatment, employment assistance, peer mentoring programs, financial assistance, and leadership programs.

In addition to the above strategies, between FY 2015 and FY 2018, the CoC reallocated 29 percent of its ARD, which has resulted in 13 of its 14 currently-funded non-infrastructure projects being permanent housing project types. These projects ensure longer-term housing stability and help prevent returns to homelessness by connecting individuals and families with necessary supports and immediately stabilizing them in housing.

3) The Steering Council of the CoC is responsible for this strategy with the support of CoC staff.

**\*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.** | 34% |
| **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.** | 16% |

**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) The CoC’s strategy to increase employment income consists of facilitating referrals between providers and community partners to assist clients in learning transferable skills and obtaining employment in growing fields. Examples of local training programs include local nonprofit WMCAT’s Adult Career Training Program, which provides vocational training in medical billing, medical coding, and pharmacy technology, as well as Grand Rapids Community College’s vocational programs, which provide training and certification in fields including food service, health care, and construction.

2) The CoC’s housing providers maintain referral networks with local workforce development and employment agencies to assist clients in obtaining employment and completing vocational training. Partners include Goodwill Industries, West Michigan Works!, Grand Rapids Community College, and Michigan Rehabilitation Services, among others. Many providers also assist clients with job searching, resume-building, and skills development. CoC providers also work with private employers to offer employment opportunities to clients. For example, Community Rebuilders maintains an agreement with staffing agency Mixed Staffing & Recruiting to provide supported employment opportunities for housing clients.

3) The CoC maintains a partnership with the Kent County Essential Needs Task Force’s Economic and Workforce Development Committee, a collaborative of local employers and employment-focused agencies. Over the last two years, the CoC has partnered with the committee to initiate pilot projects to improve access to work opportunities for unemployed/underemployed individuals and adults in families. This has included educating employers about the impact of increasing income. As a result of this partnership, several employers have engaged in discussions around increasing employee wages.

4) The CoC Steering Council and CoC staff are responsible for this strategy.

**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.**

**[2,000 characters]**

1) The CoC’s strategy for increasing non-employment cash income is to work with providers to ensure that clients are connected with public benefits and services for which they are eligible. Housing agencies maintain relationships with mainstream benefit providers and assist residents in signing up for services, navigating interactions with benefit providers, and comprehending and completing required follow-up documentation. CoC staff and Steering Council members additionally keep apprised of changes in eligibility or availability of benefits through informational meetings, notices, and webinars offered through the appropriate public agencies, and communicate this information to CoC providers as it arises via email and at CoC provider meetings.

2) Providers work with clients and partner with local agencies to assist clients in accessing non-employment cash sources. This includes providing case management services that connect clients with mainstream benefits through the Kent County Department of Health and Human Services and other local agencies. Examples of these cash sources include SSI/SSDI income, SNAP/WIC benefits, and TANF benefits. In addition to these partnerships, the community’s recent successful initiative to double the number of trained SOAR case managers has provided additional opportunities for individuals to increase their non-employment cash income. The community’s 17 SOAR-certified practitioners attend quarterly meetings to share best practices and relevant updates to SSI/SSDI benefits. The Michigan Department of Health and Human Services’ SOAR Navigator for the region is also working to form a Grand Rapids SOAR Steering Committee to further facilitate coordination among local SOAR providers.

3) The CoC Steering Council and CoC staff are responsible for this strategy.

**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 maintains a partnership with the Kent County Essential Needs Task Force’s Economic and Workforce Development Committee, a collaborative of local employers and employment-focused organizations. Over the last two years, the CoC has partnered with the committee to initiate pilot projects to improve access to work opportunities for unemployed/underemployed individuals. This has included educating employers about the impact of increasing income as it relates to work attendance and productivity. In addition to this partnership, CoC staff regularly notify CoC members of job fairs held by committee partners.

CoC providers also work with private employers to offer employment opportunities to clients. For example, Community Rebuilders has a partnership with staffing agency Mixed Staffing & Recruiting to provide supported employment opportunities for housing clients. The CoC’s Ending Veteran Homelessness Committee also recently hosted a community-wide Veteran Homeless Connect event at six community sites, which provided local veterans with community connections to private employers and staffing agencies, including Express Employment.

2) Each of the CoC’s PSH partners work with clients on basic employment skills, including resume-writing and job searching, and maintain referral relationships with West Michigan Works!, the community’s public workforce development agency. SOAR-certified staff members at PSH projects also help clients understand their employment options while receiving SSI/SSDI benefits.

PSH providers also maintain a variety of employment partnerships to assist clients. For example, Community Rebuilders partners with the Employment Services Collaborative, an interagency network of nonprofits, to provide on-the-job training, job coaching, and educational opportunities for PSH clients, and maintains an agreement with local restaurant Border Foods to provide supported employment opportunities to housing clients, including PSH residents.

**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.** | **X** |
| **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).** | **x** |
| **3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.** | **X** |
| **4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.** | **x** |
| **5.** **The CoC works with organizations to create volunteer opportunities for program participants.** | **x** |
| **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).** | **X** |
| **7. Provider organizations within the CoC have incentives for employment.** | **X** |
| **8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.** | **x** |

**3A-6. System Performance Measures**

**Data–HDX Submission Date**

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

05/31/2019

**3B. Continuum of Care (CoC) Performance and**

**Strategic Planning Objectives**

**Instructions**

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**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)** | x |
| **2. Number of previous homeless episodes** | x |
| **3. Unsheltered homelessness** | X |
| **4. Criminal History** |  |
| **5. Bad credit or rental history** |  |
| **6. Head of Household with Mental/Physical Disability** | X |

**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) The CoC’s strategy to rapidly re-house families with children within 30 days of becoming homeless is to utilize the CE process to quickly connect families with housing that fits their unique needs. Through the CE process, families are prioritized for housing based on their vulnerability score on the assessment tool (VI/F-SPDAT – used specifically for families) and offered resources for which they are eligible as soon they become available. At intake, families are connected with an extensive network of supports to assist them in meeting their basic needs. If individuals are not interested in currently-available resources, they may decline and stay on the community’s Housing Priority list. The CoC’s Strategic Plan also includes a benchmark goal that referrals to program openings from CE are made within 48 hours of the unit/bed becoming available.

2) The CoC ensures that families are provided with an extensive network of resources to assist them with maintaining their housing. During the CE process, families are referred to local providers for resource assistance, including services for domestic violence survivors, such as counseling, advocacy, and other non-residential services through the YWCA and Safe Haven Ministries; utility assistance, which is offered through the CE agency; mental health services through community partners including network180 (Community Mental Health Authority for Kent County) and Arbor Circle; educational support through the Kent Intermediate School District (regional school district); social services including health care/Medicaid through the Kent County Department of Health and Human Services; food assistance through local food pantries and the Community Food Club; legal support through Legal Aid of West Michigan; and other services as needed.

3) The Steering Council, alongside CoC staff and the Data Analysis Committee, monitors the effectiveness of this strategy.

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

**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)** | **x** |
| **2. Number of Previous Homeless Episodes** | **x** |
| **3. Unsheltered Homelessness** | **x** |
| **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 has increased housing and services for youth by gathering information on youth needs and implementing new youth-focused projects to meet them. For example, over the past two years, the community conducted a series of focus groups and listening sessions with current and formerly homeless youth to identify service gaps in the community. The feedback provided in these listening sessions led Community Rebuilders to reallocate funding for its youth program from a rapid rehousing project to a new transitional housing/rapid rehousing project (First Step Housing) in 2017. This program is the second CoC-funded project in Kent County focused on unsheltered youth ages 18-24.

To further understand the needs of homeless youth, the CoC developed and seated a Youth Action Board (YAB) in 2018. The board is comprised of currently and formerly-homeless young people who play an active role in community efforts to prevent and end youth homelessness. YAB works alongside the community’s Youth Committee, which consists of local youth housing providers. YAB and the Youth Committee collaborated this past fall in planning and implementing the community’s first Voices of Youth Count, which is a youth-specific count day targeted at homeless young people ages 10-24. This new annual count will help providers better identify and implement strategies targeted at youth experiencing homelessness. YAB and the Youth Committee additionally collaborated on the CoC’s recently-submitted YHDP application.

Examples of youth housing projects developed over the last three years include ICCF’s 435 LaGrave project, which provides six permanent supportive housing units for youth ages 18-21 aging out of foster care, as well as Mel Trotter Ministries’ Youth Shelter, which was developed in consultation with youth service providers to house youth fleeing unsafe/unstable living situations, as well as young people aging out of foster care, identifying as LGBTQ, and/or at risk of exploitation.

2) To address the needs of unsheltered youth, CoC providers have developed new housing resources specifically targeted at this population. In addition to Mel Trotter Ministries’ Youth Shelter, another example is the newly-opened Covenant House Shelter, which includes 28 shelter beds for youth ages 18-24 experiencing or at risk of experiencing homelessness alongside educational/vocational training (including high school completion) and supportive services (meal service referrals, medical/mental health services, case management, etc.)

CoC partners are continuing to develop new projects to address the needs of unsheltered youth. This includes the 501 Eastern project through the Inner City Christian Federation, which will create 17 permanent supportive housing units for homeless youth ages 18-24. Another CoC provider (Arbor Circle) will also begin providing host-home housing to youth over the age of 18 in Kent County with new funding secured from the Family Youth Services Bureau (FYSB) over the next year.

**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’s Youth Committee reviews and analyzes HMIS data for youth programs in the area as well as data from youth focus groups and listening sessions. The CoC’s Data Analysis Committee also analyzes data collected from the community’s annual Voices of Youth Count. The committees’ analysis is used to help the Steering Council measure the success of the aforementioned strategies in 3B-1d. Direct feedback from youth experiencing homelessness is also critical to measuring the success of these strategies, which the community receives through its Youth Action Board. Local youth housing and service providers also serve as a key source of qualitative data on the success of the CoC’s strategies and youth needs in the community. Insight from this data as well as observations from local providers led to the community’s focus on increasing housing resources for youth ages 18-24, which resulted in Community Rebuilders’ reallocation of funds to its First Step Housing program in 2017 and the development of the 435 LaGrave and 501 Eastern projects (which together will result in a total of 23 permanent supportive housing units reserved for young adults with housing instability in the community).

The CoC also utilizes reports from external actors to analyze youth homelessness in the community. An example is a recent report prepared by the True Colors Fund, which identified the need for non-time-limited housing with supportive services for youth. This report led to Arbor Circle securing new funding for host homes for youth over the age of 18 in the community.

2) The CoC’s Youth Committee analyzes HMIS data including counts of unsheltered youth; length of homelessness; time from CE referral to housing; number of rapid rehousing project youth engaged in mainstream education, employment, and counseling services; positive exit destinations; and increases in income and employment. The committee observes trends in these data points, including increases and decreases in outputs and outcomes, to gain an understanding of how the CoC’s strategies are holistically impacting youth homelessness in the community. The Voices of Youth Count also provides a key new source of data that will help the CoC ascertain the extent of youth homelessness in the community; measurements taken through the Voices of Youth Count include counts of sheltered/unsheltered homelessness, as well as demographic information about homeless youth, including foster care history, history of incarceration, and employment.

3) The measurements described in part 2 together take into consideration the multiple intersecting factors that influence housing stability and self-sufficiency among youth, including housing status, increases in income, employment status, and access to critical educational and mental health services. These measurements assist the Youth Committee and Steering Council in understanding the totality of the CoC’s impact on youth and youth homelessness.

**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) The CoC’s membership roster includes multiple educational providers who act as voting members, including the regional school district, local public school districts, nonprofit agencies, and alternative schools. Representatives from local educational providers, including the regional school district (Kent Intermediate School District), serve on the CoC’s Steering Council as well.

(1-b) The McKinney-Vento LEA Liaison serves as the chair of the CoC Steering Council’s Executive Committee.

(1-c) The Kent Intermediate School District is a member of the CoC and representatives from this organization regularly participate in committee and general membership meetings; a representative from the Kent Intermediate School District also serves on the CoC’s Steering Council.

(2-a) The CoC’s education provider members regularly facilitate connections with local school districts and educational agencies. For example, representatives from the Kent Intermediate School District connected CoC members with school district staff to facilitate counting youth through the Voices of Youth Count. Youth education providers also serve as a referral source for CoC housing providers.

(2-b) As the chair of the CoC’s Executive Committee, the McKinney-Vento LEA Liaison regularly oversees the CoC’s collaborative work and provides support to CoC members.

(2-c) CoC staff meet at least once annually with liaisons from school districts across Kent County to explain best practices and procedures for meeting the needs of homeless families and youth.

**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 formally adopted a policy regarding homeless youth and their educational service eligibility, which mandates that all school-aged children maintain their education with as little disturbance as possible. Each CoC member agency has a policy in place and process for ensuring that parents and youth are connected with educational services, in compliance with the CoC policy. Housing providers and emergency shelter providers also engage with school liaisons regularly.

**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** | No | No |
| **Head Start** | No | No |
| **Early Head Start** | No | No |
| **Child Care and Development Fund** | No | No |
| **Federal Home Visiting Program** | No | No |
| **Healthy Start** | No | No |
| **Public Pre-K** | No | No |
| **Birth to 3 years** | No | No |
| **Tribal Home Visting Program** | No | No |
| **Other: (limit 50 characters)** |  | |
| KConnect: Early Life Collective Impact Organization | No | Yes |
|  |  |  |

**Applicants must select Yes or No for all of the agreements listed in 3B-**

**1e.2.**

**3B-2. Active List of Veterans Experiencing Homelessness. Applicant must indicate whether the CoC**

**uses an active list or by-name list to identify**

**all veterans experiencing homelessness in the CoC.**

Yes

**3B-2a. VA Coordination–Ending Veterans Homelessness. Applicants must indicate whether the CoC is**

**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.**

Yes

**3B-2b. Housing First for Veterans. Applicants must indicate whether the CoC**

**has sufficient resources to ensure each**

**veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.**

Yes

**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.** | **X** |
| **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.** | **x** |
| **3. The CoC has identified strategies to reduce disparities in their homeless system.** | **x** |
| **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.** | **x** |
| **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/](http://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](http://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-](http://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) CoC staff and Steering Council members ensure that information about mainstream benefits is disseminated through email newsletters and expert presentations at CoC meetings. CoC staff and Steering Council members keep apprised of changes in eligibility or availability of benefits through informational meetings, notices, and webinars offered through the appropriate public agencies, and communicate this information to CoC providers as it arises via email and at CoC provider meetings.

2) CoC staff and Steering Council members disseminate information about mainstream benefits through the CoC’s weekly email newsletters and expert presentations at CoC meetings. New information is presented at bimonthly CoC meetings based on feedback and suggestions from CoC members, as well as research by CoC staff. Updates on changes to benefit programs – such as guidance related to the government shutdown this past winter – are sent out via email and announced at CoC meetings.

3) The CoC facilitates partnerships between housing providers and health care navigator projects through Priority Health and Health Net of West Michigan, which assist clients participating in housing programming with enrolling in Medicaid and other health insurance options/programs.

4) The CoC maintains partnerships with local organizations that assist persons experiencing homelessness with applying for mainstream benefits, including Medicaid. Partners include health care navigator projects through Priority Health and Health Net of West Michigan, as well as the Kent County Department of Health and Human Services. Many CoC housing providers serve as enrollment locations for benefits.

5) The CoC staff and Steering Council are responsible for this strategy.

**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.** | 17 |
| **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.** | 15 |
| **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.** | \_% (AUTO-CALC) |

**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) Street outreach is provided by the CE agency and outreach teams at multiple community organizations to identify unsheltered homeless persons for completion of VI-SPDAT (CE assessment tool) and referral to services. Outreach staff work closely with local partners to identify “hot spots” and encampments of unsheltered homeless people in the area, including police departments, city governments, the Michigan Department of Transportation, and homeless drop-in centers. “Hot spots” are documented utilizing Google Maps, with outreach agencies assigned to specific quadrants of the county to prevent duplication. Outreach providers meet monthly and are regularly in contact to coordinate services.

2) The CoC’s street outreach covers 100 percent of Kent County.

3) Outreach by all agencies is conducted six days per week, with hours varying from early morning to evening, based on need.

4) Outreach teams specifically target populations that are least likely to seek assistance, including youth, people with mental health and/or substance use disorders, chronically homeless persons, immigrants, families, and veterans. Outreach providers include a PATH grantee, Runaway and Homeless Youth provider, Health Care for Homeless Veterans provider, Supportive Services for Veteran Families (SSVF) provider, Medicaid health care provider, and emergency shelter providers. These agencies collaborate with one another to connect the aforementioned populations with services. For example, if an outreach staff member encounters an individual with a suspected mental health disorder without income, the staff member would coordinate with outreach staff from the PATH grantee to connect the individual with mental health and SOAR services. Agencies also collaborate on outreach initiatives targeted at specific populations; for example, Veteran’s Affairs, SSVF, and CE staff hold weekly “one-stop shops” at emergency shelters to facilitate veteran outreach.

**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** | 414 | 276 | -138 |

**4A-5. Rehabilitation/Construction Costs–New**

**Projects.**

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

**2019 CoC Program Competition is requesting**

**$200,000 or more in funding for housing rehabilitation or new construction.**

No

**\* 4A-5a. Employment and Training for Low-and Very-low Income Persons.**

**If applicants selected “Yes” for question 4A-5, applicants must describe actions CoC Program-funded project applicants will take to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD’s implementing rules at 24 CFR part 135 to provide employment and training opportunities for low- and very-low income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low income persons.**

**(limit 2,000 characters)**

N/A

**4A-6. Projects Serving Homeless under Other**

**Federal Statutes.**

**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.**

N/A

**\* 4A-6a. Serving Persons Experiencing Homelessness under Other Federal Statutes. Attachment Required.**

**If the response was yes to question 4A-6, applicants must:**

**1. describe how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs 1), 2), and 4) of the definition of homeless in 24 CFR 578.3;**

**2. describe how the CoC will meet requirements described in Section 427(b)1)(F) of the Act; and**

**3. identify the specific project(s) that will use the funding for this purpose (up to 10 percent of the CoC total awarded) by submitting an attachment to the CoC application in e-snaps that must include all the following:**

**a. project name(s) as listed on the CoC Project Priority Listing; and**

**b. amount of funding in the project or per project that will be used for this purpose.**

**[2,000 characters]**

N/A

**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-](http://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 |  |  |
| 1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference. | No |  |  |
| 1C-4. PHA Administrative Plan  Homeless Preference. | No |  |  |
| 1C-7. Centralized or Coordinated Assessment System. | Yes |  |  |
| 1E-1.Public Posting–15-Day Notification Outside e- snaps–Projects Accepted. | Yes |  |  |
| 1E-1. Public Posting–15-Day Notification Outside e- snaps–Projects Rejected or Reduced. | Yes |  |  |
| 1E-1.Public Posting–30-Day  Local Competition Deadline. | Yes |  |  |
| 1E-1. Public Posting–Local  Competition Announcement. | Yes |  |  |
| 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 |  |  |
| 3B-3. Summary of Racial  Disparity Assessment. | Yes |  |  |
| 4A-7a. Project List-Homeless under Other Federal Statutes. | No |  |  |
| Other | No |  |  |
| Other | No |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other | No |  |  |

No Input Required