**Detailed Instructions for Completing the**

**FY 2015 Continuum of Care (CoC) Application**

**Introduction**

The purpose of this document is to provide supplementary guidance for completing the FY 2015 Continuum of Care (CoC) Application for the FY 2015 CoC Program Competition. The FY 2015 CoC Application is one of two parts of the CoC Consolidated Application, which also includes the CoC Priority Listing that contains all of the Project Applications submitted to the CoC that were reviewed, approved, and ranked or rejected for FY 2015 funds. All Collaborative Applicants should review this guidance closely while completing the FY 2015 CoC Program Application. The following are key points for the Collaborative Applicant to remember:

1. The CoC Application and this document should be used in conjunction with the following documents:
   1. [Notice of Funding Availability for the FY 2015 Continuum of Care (CoC) Program Competition](https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa/) (FY 2015 CoC Program Competition Notice of Funding Availability (NOFA);
   2. [FY 2015 General Section NOFA](https://www.hudexchange.info/resource/4435/fy-2015-nofa-policy-requirements-and-general-section/);
   3. [CoC Program interim rule](https://www.onecpd.info/resource/2033/hearth-coc-program-interim-rule/) at 24 CFR 578;
   4. [CoC Application Detailed Instructions; and](https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/)
   5. [CoC Application Instructional Guide](https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/).
2. CoCs should be familiar with [***Opening Doors; Federal Strategic Plan to Prevent and End Homeless***](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf?utm_source=USICH+Releases+Opening+Doors%2C+as+Amended+in+2015&utm_campaign=USICH+Releases+2015+Amendment+to+Opening+Doors&utm_medium=email) **(as amended in 2015)** (*herein referred to as Opening Doors*) as a reference to the objectives of ending homelessness identified in the CoC Application.
3. Per 24 CFR 578.9, the Collaborative Applicant is responsible for compiling and submitting the CoC Consolidated Application for the FY 2015 CoC Program Competition. The Collaborative Applicant must obtain the CoC’s approval as outlined in the CoC’s policies and procedures and in Section 578.9(b), prior to submitting the application in *e-snaps.*
4. The FY 2015 CoC Application is significantly different than the FY 2013/FY 2014 CoC Program Competition. Therefore, the ability of applicants to import data from the previous year’s application is limited.
5. Collaborative Applicants should carefully read each question in conjunction with these detailed instructions and the documents listed above, and review each response to ensure that it sufficiently addresses the question.
6. The Collaborative Applicant must respond to each question separately. HUD will only consider the unique response to each question. This means that when reviewing the response for a particular question in the FY 2015 CoC Application, HUD will not consider information the Collaborative Applicant provided for any other question in the application unless the instructions specifically state otherwise.
7. The Collaborative Applicant should pay close attention to the maximum character limits that are set for each of the questions requiring a narrative response. HUD recommends that the Collaborative Applicant first draft narrative responses in a word processing program and then copy and paste their responses into *e-snaps*. (Most word processing programs can provide users with the total number of characters.)
8. For questions where HUD instructs the Collaborative Applicant to use data that was entered into the HDX (HIC, PIT), it is imperative that the data entered into the FY 2015 CoC Application **exactly matches** the data in the HDX. HUD will verify what is entered in the application against data in the HDX. This means that Collaborative Applicants should pull their data **directly from HDX**, and not from other sources because there might be slight variations due to data clean-up.
9. The Collaborative Applicant must respond to each question truthfully based on the current circumstances within the CoC.
10. Questions 1C-2, 1C-4, and 2D-3 in the CoC Application will require the use of an outside document to assist Collaborative Applicants in answering the question. The documents listed in the chart below will be available on the [HUD Exchange](https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/) under “[Forms and Supporting Documents](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources).” These three documents are arranged alphabetically by CoC, and the Collaborative Applicant should search the document on HUD Exchange to find the relevant CoC and only print the pages relevant to that CoC rather than printing the entire report.

|  |  |
| --- | --- |
| **Document** | **Relevant CoC Application Question(s)** |
| *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* | 1C-2 |
| *CoC-PHA Crosswalk* | 1C-4 |
| *AHAR Submission Report* | 2D-3 |

1. To help CoCs keep track of their required and optional attachments, the following chart lists each attachment and the questions to which they correspond in the FY 2015 CoC Application.

HUD prefers that attachments be uploaded as PDF files, but HUD will accept Word and Excel documents. For larger sized PDF, files CoCs may use Zip files.

|  |  |
| --- | --- |
| **Attachments to the FY 2015 CoC Application** | **Relevant CoC Application Question** |
| **Rating and Review Procedures** | |
| *CoC Rating and Review Procedure (e.g., RFP)* | 1F-2 |
| *CoC’s Process for Reallocating* | 1F-5 |
| *CoC Rating and Review Procedure:* Public Posting Evidence | 1F-3 |
| **Projects Ranking and Funding Decisions** | |
| *2015 CoC Consolidated Application:* Public Posting Evidence | 1F-4 |
| *2015 CoC Consolidated Application:* Evidence of the CoC's Communication to Rejected Projects | 1F-5a |
| **Other Attachments** | |
| *PHA Administration Plan*  *(*Applicable Section(s) Only) | 1C-4 |
| *CoC’s Governance Charter*  (which may reference a CoC-HMIS agreement) | 2A-1, 2A-1a |
| *CoC-HMIS MOU*  (if referenced in the CoC’s Governance Charter) | 2A-1, 2A-1a |
| *HMIS Policies and Procedures Manual* | 2A-2 |
| *CoC Written Standards for Order of Priority* | 3B-1.4, 3B-1.4a |
| *Project List to Serve Persons Defined as Homeless Under Other Federal Statutes* (if applicable) | 4B-7a |
| *Applicable Sections of the Consolidated Plan Supporting Serving Persons Defined as Homeless Under Other Federal Statutes* (if applicable) | 4B-7a |
|  | |
| **Attachments to the CoC Priority Listing\*** | **Relevant CoC Application Question** |
| *HUD-2991, Certification of Consistency with the Consolidated Plan* | 1G-3 |
| *Final HUD-Approved FY 2015 GIW* | 1F-6 |

**\*** The HUD-2991 and the final HUD approved GIW are required attachments to the Priority Listing, not the FY 2015 CoC Application, but they must be referenced for the applicable CoC Application questions.

1. For the FY 2015 CoC Program Competition, there are multiple questions in the FY 2015 CoC Application that require the CoC to gather data from Project Application(s), submitted as part of the Priority Listing in the CoC Consolidated Application, in order to accurately respond to the questions. HUD will score the CoC Application questions based on actual responses in the Project Applications. The chart below serves as reference for CoCs to note which CoC Application questions require information from Project Application(s). The detailed instructions for each question specify the relevant project types for a particular question.

|  |  |
| --- | --- |
| ***Questions that require a cross reference to Project Application(s) questions and coordination with the Project Applicants*** | |
| **CoC Application Question** | **Related Project Application Question(s)** |
| ***1G-2:*** *Accuracy of Submission - Form HUD-50070, Drug Free Workplace; and Form HUD-2880, Applicant/Recipient Disclosure* | The project applicant uploads these forms in the Project Applicant Profile. |
| ***3B-1.5:*** *PSH Project Beds prioritized for CH* | **NEW**: Screen 4B, question 3d.  **RENEWAL**: Screen 4B, question 3d. |
| ***4A-2:*** *Mainstream Benefits* | **NEW**: Screen 4A, questions 5a, 5b, 5c, 6, and 6a  **RENEWAL**: Screen 4A, questions 3a, 3b, 3c, 4, and 4a |
| ***4B-1:*** *Low barriers to project entry* | **NEW**: Screen 3B, question 5b  **RENEWAL**: Screen 3B, question 4b |
| ***4B-2:*** *Housing First* | **NEW**: Screen 3B, question 5  **RENEWAL:** Screen 3B, question 4 |

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# CoC Application: Part I CoC Structure and Governance

## 1A. Continuum of Care (CoC) Identification

The fields on this form are read-only. The information on this form is based on information in the approved FY 2015 CoC Program Registration for the CoC and the CoC Applicant Profile. If the information on this form is not correct or if the field is blank, contact the [HUD Exchange *e-snaps* Ask A Question (AAQ).](https://www.hudexchange.info/get-assistance/my-question/)

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

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

HUD expects CoCs to conduct regular meetings of the full CoC membership to carry out the responsibilities required under 24 CFR 578.7 “Responsibilities of the Continuum of Care.” The CoC should be composed of representatives from a wide range of organizations and persons that serve or represent homeless and formerly homeless persons within the CoC’s geographic area.

From the list of categories of organizations and persons that might participate in the CoC, complete the following steps:

1. Indicate whether each organization or person participates in CoC meetings by making the appropriate selection from the drop-down menu.
   1. If at least one organization or person within a designated category participates in CoC meetings **at least twice** between **October 1, 2014 and November 15, 2015**, then select “Yes” in the column “Participates in CoC Meetings.”
   2. If a particular organization or person is present in the CoC’s geographic area **but does not participate** in CoC Meetings or participates **less than twice** per year, then select "No."
   3. Only select “Not Applicable” if the organization or person is not present in the CoC’s geographic area.
2. Indicate in the column labeled “**Votes, including electing CoC Board**,” whether each organization/person had voting authority within the CoC between **October 1, 2014 and November 15, 2015**.
3. If at least one organization or person within a designated category had voting authority in the CoC, including electing the CoC Board, select “Yes.”
4. If a particular organization or person participated in CoC meetings but did not have voting authority, select “No.”
5. If a particular organization or person did not have voting authority to elect the CoC Board, select “No.”
6. Based on the response to “Participates in CoC Meetings,” if the organization or person was not present within the CoC’s geographic area, *e-snaps* will automatically populate the “voting” field with “Not Applicable.”
7. Indicate in the column labeled “**Sits on CoC Board**” whether each organization or person was an official or active member of the CoC Board at any point between **October 1, 2014 and November 15, 2015**.
8. If the participating organization or person was an official or active member of the CoC Board during the specified time period, select “Yes.”
9. If the participating organization or person did not sit on the CoC Board in any capacity during the specified time period, select “No.”
10. Based on the response to “Participates in CoC Meetings,” if the organization or person was not present within the CoC’s geographic area, *e-snaps* will automatically populate the “CoC Board” field with “Not Applicable.”

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness as well as an interest in preventing or ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

CoCs must demonstrate an inclusive structure and application process that considers the full range of opinions from individuals or entities with knowledge of homelessness in the geographic area or an interest in preventing or ending homelessness in the geographic area. Based on the organizations and persons selected from the list in **1B-1**, select **at least two** organizations or persons and describe in detail how the CoC draws on each of the two organizations’ or persons’ knowledge and expertise of homelessness in the geographic area to structure committees, subcommittees, and workgroups.

The intent of the question is to understand how organizations and persons with different types of knowledge are contributing to these types of groups, so the response should include actual examples of at **least two of the organizations or persons** selected from the list in **1B-1** being incorporated into specific committees, subcommittees and workgroups.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

It is important to the work of ending youth homelessness that RHY-funded and other youth homeless assistance providers participate in their local CoC and be represented on any committees, subcommittees, or workgroups that address topics that could affect how youth are incorporated into the general housing and services system for homeless individuals and families.

HUD will award maximum points to the CoC if it clearly demonstrates that CoC membership is fully inclusive of and has an open invitation process for organizations located within its geographic area that serve homeless persons, particularly homeless youth providers.

To fully answer this question, the Collaborative Applicant must provide the following:

1. In the “**Youth Service Provider**” column, enter up to 10 RHY-funded or other youth homeless assistance providers who operate within the CoC's geographic area, regardless of whether they receive CoC Program funding.
2. If the provider listed under the “**Youth Service Provider**” column is RHY-funded, select “Yes,” in the column labeled “RHY Funded?” If not, then select “No.”
3. For each provider listed, indicate if the provider participated as a voting member in **at least two** CoC meetings between **October 1, 2014 and November 15, 2015** by selecting “Yes” or “No.”
4. For each provider listed, indicate if the provider sat on the CoC Board as an active member or official at any point between **October 1, 2014 and November 15, 2015**.
5. If there are no RHY-funded or other youth homeless assistance providers operating in the CoC’s geographic area, enter “Not Applicable” in the first row and then select “No” for the three remaining columns.

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim service providers play an integral part in their community’s homeless response system by providing shelter, housing, and services to victims of domestic violence, dating violence, sexual assault, or stalking. Therefore, it is critical that their projects are integrally connected to the broader community’s homeless assistance system and all available housing and services to ensure that there is a process to connect individuals and families presenting through either the domestic violence/victim service system or the general homeless service system to the resources of either system.

HUD will award maximum points to the CoC if it clearly demonstrates that its membership is fully inclusive of and has an open invitation process for individuals and organizations located within its geographic area that serve homeless persons, particularly victim services providers.

To fully answer this question, the Collaborative Applicant must provide the following:

1. In the “Victim Service Provider for Survivors of Domestic Violence” column enter the name of up to 10 victim service providers that operate within the CoC's geographic area, regardless of whether they receive CoC Program funding.
2. For each provider listed, indicate if the provider participated as a voting member in at least two CoC meetings between **October 1, 2014 and November 15, 2015** by selecting “Yes” or “No.”
3. For each provider listed, indicate if the provider sat on the CoC Board as an active member or official at any point between **October 1, 2014 and November 15, 2015**.
4. If there are no victim service providers operating in the CoC’s geographic area, enter “Not Applicable” in the space provided and then select “No” for the three remaining columns.

1B-2. Does the CoC intend to meet the timelines for ending homelessness as defined in *Opening Doors*?

The Collaborative Applicant should select “Yes” next to each goal for which the CoC has established a clear timeline for completion of specific tasks related to meeting that goal. The current goals in *Opening Doors* are:

1. End Veteran Homelessness by 2015
2. End Chronic Homelessness by 2017
3. End Family and Youth Homelessness by 2020
4. Set a Path to End All Homelessness by 2020

1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of *Opening Doors*?

HUD will award maximum points to Collaborative Applicants that name and sufficiently describe how individuals, committees, or organizations within the CoC were identified and assigned responsibility for implementing the community strategies to meet the goals of *Opening Doors*.

1B-4. Explain how the CoC is open to proposals from entities that have not previously received funds in prior Homeless Assistance Grants competitions, even if the CoC is not applying for any new projects in 2015.

Describe the extent to which the CoC is open to proposals from entities that have not received funding in prior Homeless Assistance Grants competitions. The Collaborative Applicant's response must describe the specific process used in the FY 2015 CoC Program Competition to consider proposals for new projects or the general process that has been established by the CoC to consider new proposals in prior years. HUD will award maximum points, to Collaborative Applicants that sufficiently:

1. Describe the CoC’s process to announce that it is open to proposals from previously unfunded entities–if the CoC does not accept proposals from previously unfunded entities or does not announce that it is open, this must be stated clearly in the response; and
2. Describe the factors the CoC considers in determining whether to include a new project on the project listing.

1B-5. How often does the CoC invite new members to join the CoC through a publicly available invitation?

From the drop-down menu, select the frequency that most closely reflects how often the CoC invites new members to join the CoC through a publicly available invitation, which could include newspapers with general circulation in the area, an announcement–whether oral or written–to local boards and commissions, and other publicly accessible forums.

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

1C-1. Does the CoC coordinate with other Federal, State, local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Coordination with other programs that provide housing and services to homeless individuals and families is critical to reducing homelessness in the CoC’s geographic area. For each of the listed funding sources, the response should indicate if the CoC coordinates with the funding source in the Planning, Operation, and Funding of projects by answering “Yes” or “No” in each cell. Collaborative Applicants should only select “Not Applicable” if the funding source does not exist within the CoC’s geographic area.

1C-2. The McKinney-Vento Act, as amended, requires CoCs to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program interim rule at 24 CFR 578.7(c)(4) requires that the CoC provide information required to complete the Con Plan(s) within the CoC’s geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110(b)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs should use the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* to assist in answering this question****.** Below is a screenshot to serve as an example:**



Using the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* provided with the 2015 CoC Program Competition materials, the Collaborative Applicant must enter the number of Con Plan jurisdictions that overlap with the CoC’s geographic area (this is comprised of a CoC’s claimed PPRN geographies). As the Collaborative Applicant fills in the next two fields, the chart will automatically calculate the percentage for a particular field, e.g. % of Con Plan jurisdictions that the CoC participated in their Con Plan development process. All percentages auto-calculate based on the numeric entries. To accurately fill out the chart, the Collaborative Applicant should:

1. Fill in the first field of the chart with the total number of Con Plan jurisdictions listed in the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* as overlapping with the CoC's geographic area (see red arrow in above sample).
2. Of those Con Plan jurisdictions, record in the second field the number of Con Plan jurisdictions that the CoC participated with in their Con Plan development process.
3. In the third field, record the number of the overlapping Con Plan jurisdictions that the CoC provided with PIT data at the Con Plan jurisdiction level so that the Con Plan jurisdictions could complete their Consolidated Plans and associated reporting, e.g., CAPER.

The next set of fields only apply to Con Plan jurisdictions that are also ESG recipients. All percentages auto-calculate based on the numeric entries. Using the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk*:

1. Fill in the fourth field of the chart with the total number of ESG recipients, as listed in the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* (see green arrow in above example).
2. In the fifth field, record the number of ESG recipients that the CoC participated with to make ESG funding decisions.
3. In the sixth field, record the number of those ESG recipients that the CoC consulted with in the development of ESG performance standards and evaluation process for ESG funded activities.

States are also Con Plan jurisdictions and must be included in the total number of Con Plan jurisdictions and ESG recipients, as applicable. These have been recorded on the *CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk* for the Collaborative Applicant’s convenience. For more information about CoC and ESG requirements, local governments should refer to 24 CFR 91.100(a)(2)(i); States should refer to 24 CFR 91.110(b)(1); and both States and local governments should refer to 24 CFR 91.220(I)(4).

**NOTE**: CoCs do not need to print the entire*CoC-Con Plan Jurisdiction and ESG Recipient Crosswalk*. The report is arranged alphabetically by CoC, so the Collaborative Applicant can search through it on HUDExchange and only print the pages relevant to that CoC.

1C-2a. Based on the responses selected in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency, extent, and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).

To supplement 1C-2 with qualitative information, Collaborative Applicants should describe the extent of collaboration that exists between the CoC and the Con Plan jurisdictions within the CoC’s geographic area around efforts to prevent and end homelessness. HUD will award maximum points to CoCs that sufficiently:

1. Address each Con Plan jurisdiction that the CoC consults and collaborates with, indicating the frequency (e.g. annually, quarterly, monthly, etc.) of interactions between the CoC and that particular Con Plan jurisdiction; and
2. Describe both the extent (e.g., 2 hours/month, 1 hour/week, 30 min/quarter), and type of interactions (e.g., planning meetings, phone calls, email, workshops) with each Con Plan jurisdiction.

1C-2b. Based on the responses selected in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.

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

To supplement 1C-2 with qualitative information, this response should describe how the CoC engages ESG recipients within the CoC’s geographic area to promote an effective relationship that works towards the common goal of ending homelessness. HUD will award maximum points to CoCs that sufficiently describe:

1. How the CoC interacts with each of the ESG recipients within the CoC’s geographic area to inform funding decisions;
2. The nature of the information that the CoC relies on and provides to ESG recipients   
   (e.g., Con Plan jurisdiction-level PIT data, HMIS data, ESG subrecipient information for the development of performance standards); and
3. The CoC's role in evaluating outcomes for ESG funded activities. The Collaborative Applicant should specify if the CoC only aids in development of performance standards as its contribution to evaluating outcomes, or if it has a larger role in evaluating outcomes.

1C-3. Describe the how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld.

The Collaborative Applicant should consider victim service providers funded by any source, including CoC and ESG, programs administered by the Department of Justice, the Department of Health and Human Services, or other funding sources. HUD will award maximum points to Collaborative Applicants that sufficiently describe the process by which victim service providers and homeless assistance providers ensure that survivors of domestic violence are presented with options across the spectrum of housing and services using the two scenarios below to fully describe the process.

Within each scenario, at a minimum, the Collaborative Applicants must address how that household's safety, security, and personal choice are upheld, including how the household's information is collected and used in a private and secure manner. The response should detail how data about a household is shared between victim service providers and homeless assistance providers in a manner that protects personally identifying information.

Scenario A Household presents to a homeless assistance provider: how is this household connected with victim services and other housing and service options?

AND

Scenario B Household presents to a victim service provider: how is this household connected with housing and service options not specific to survivors of domestic violence?

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC’s geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA’s administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

HUD will award maximum points to Collaborative Applicants that:

1. Accurately list the PHAs within the CoC's geographic area in the first column of the chart. The Collaborative Applicant may refer to the *CoC-PHA Crosswalk* to determine which PHAs are within their geographic area.
   * If there are more than five PHAs, the CoC should list the five largest PHAs or the five PHAs with whom they have relationships. CoCs must consult the *CoC-PHA Crosswalk*, which lists PHAs in order of size (total number of public housing units plus Housing Choice Vouchers (HCV)) and highlights in gray the five largest PHAs. HUD recognizes that not all PHAs administer both a Public Housing and HCV program.

HUD also recognizes that CoCs might have relationships with other PHAs within their geographies, so for the purposes of question 1C-4, CoCs should report on the five largest PHAs or the five PHAs with whom they have relationships. If there are fewer than five PHAs within a CoC’s geographic area, the CoC should report on all PHAs listed in the report.

1. For each PHA, provide the percentage of total new admissions to public housing OR to the HCV program over the specified time period who were homeless at entry.
   * To complete the “% Homeless Admissions” portion of the question, the CoC must obtain this information from the PHA. PHAs gather admissions data via the Form HUD-50058, which is entered into the PHA’s PIC system. Data must be provided for the specified time period. PHAs use Field 4c “homeless at admission” on Form HUD-50058 to indicate whether a household was homeless prior to entry. If the CoC is not able to provide the percentage of new admissions who were homeless at entry from the PHA, then leave the percentage field blank for that PHA.
     + If a PHA administers both public housing and an HCV program, the applicant should provide the higher percentage of the two programs. For example, if the public housing percentage of homeless admissions is 3 percent and the HCV program is 8 percent, the applicant should record 8 percent. The calculation follows:

***% New Admissions who were homeless at entry* = Total new homeless admissions 10/1/14 – 3/31/15 x 100**

**Total new admissions 10/1/14 – 3/31/15**

1. In the column “PHA has General or Limited Homeless Preference,” select one of the “Yes” options for each PHA listed if the PHA has a homeless admissions preference, whether it is a general or limited preference. Indicate with the appropriate “Yes” option if the PHA has a preference in the HCV program (“Yes–HCV”), Public Housing (“Yes–Public Housing”), or both (“Yes–Both”). Select “No” if there is no homeless preference of any type at a given PHA. The following definitions clarify the terms general and limited preferences:
   * A***general preference*** places all of the members of a certain category (or categories) of households above other households on a list.
   * A ***limited preference***(often called a **“set aside”**), is a defined number of public housing units or HCVs made available on a priority basis to a certain type of applicant for housing assistance. This includes project-based vouchers (PBVs) to be used to serve a certain type of applicant.
2. If a "Yes" option is selected, then the Collaborative Applicant must attach documentation to this application in order to receive credit for each homeless preference. For example, an excerpt from the PHA’s administrative planning document(s) such as the Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate, where the homeless preference can be clearly identified, must be attached as attachment “*PHA Administration Plan*.” This means if a PHA has a homeless preference in both their Public Housing and HCV programs, then the attached documentation excerpt must clearly identify the preference for both programs.

**NOTE**: CoCs do not need to print the entire*CoC-PHA Crosswalk*. The report is arranged alphabetically by CoC and the Collaborative Applicant should search through it on HUDExchange and only print the pages relevant to that CoC.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs, and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.

The Collaborative Applicant should consider a broad range of affordable housing in this response, including housing funded by local, State and Federal dollars other than CoC Program funding, ESG Program funding, or housing made available by PHAs in the area. HUD will award maximum points to Collaborative Applicants that sufficiently describe:

1. How these additional sources of affordable housing are being used to house people experiencing homelessness. Collaborative Applicants should provide details, when possible, on the number of affordable housing projects or units that are being used to house persons experiencing homelessness; and
2. The scope and types of activities directed toward using affordable housing to house people experiencing homelessness. For instance, a CoC might be assisting projects to set homeless preferences, or projects have independently established homeless preferences.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply. For "Other," you must provide a description.

People experiencing homelessness, particularly those living on the streets, live much of their lives in public spaces. Many jurisdictions have attempted to address this reality by creating laws and ordinances that criminalize the actions of homeless people in public spaces. CoCs and providers play an important role in educating and persuading local governments and law enforcement to not implement practices and laws that make it more difficult for people experiencing homelessness to exist in a community. For more information about alternatives to criminalization, go to [www.hudexchange.info/homelessness-assistance/alternatives-to-criminalizing-homelessness](http://www.hudexchange.info/homelessness-assistance/alternatives-to-criminalizing-homelessness).

HUD will award maximum points to Collaborative Applicants who indicate that the CoC uses specific strategies to ensure that homelessness is not criminalized in the CoC's geographic area. The Collaborative Applicant should select all strategies that the CoC has implemented within its geographic area. If the CoC uses strategies that are not listed, the Collaborative Applicant should select the blank textbox and describe the approach the CoC takes (hit “Return” or the “Save” button after selecting the box). If the CoC spans multiple communities, the Collaborative Applicant should check the box if the CoC has implemented the strategy in **at least one** community within the CoC’s geographic area.

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

The McKinney-Vento Act requires that State and local governments have policies and protocols in place to ensure that persons being discharged from a publicly-funded institution or system of care where they resided for more than 90 days, are not discharged immediately into homelessness. According to the 2013 Annual Homelessness Assessment Report to Congress (AHAR), 13 percent of individuals were in institutional settings the night before becoming homeless. To the maximum extent practicable, HUD expects CoCs to coordinate with and/or assist in State or local discharge planning efforts to ensure that these discharged persons are not released directly onto the streets, homeless shelters, or into other McKinney-Vento homeless assistance programs after exiting foster care, a health care system, a mental health institution, or a correctional facility. In many states, there is an established State-mandated discharge policy that the CoC adheres to. CoCs might also have developed their own discharge policy for one or all of the listed institutions. In all cases, CoCs must work with the State or local governments to ensure that practical policies and protocols are in place and followed so that persons being discharged from publicly-funded institutions or systems of care, where they resided for more than 90 days, are not discharged immediately into homelessness.

1D-1. Select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

The Collaborative Applicant should select each system of care listed for which there currently is a discharge policy that is a State mandated policy, a CoC mandated policy or mandated by another entity. There may be more than one discharge policy in place for a given system of care, or there may be a discharge policy in place for one but not all of a given system of care. In question 1D-1, only select a system of care if there is at least one established discharge policy currently in place. If the CoC and State or local government is in the process of developing a discharge policy and there is no other alternate discharge policy in place for a given system of care, **do not** **select** that system of care for this question.

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

The Collaborative Applicant should check the box next to each system of care only if the system of care and CoC are in regular communication to implement strategies to prevent homelessness for discharged persons who resided in a system of care for more than 90 days.

The Collaborative Applicant should not check the box next to a system of care if any of the following apply:

* The CoC does not actively coordinate with that system of care to implement strategies to prevent homelessness among discharged persons;
* The given system of care does not exist in the CoC’s geographic area; or
* The given system of care routinely discharges people directly into homelessness, e.g., streets, emergency shelter, or other McKinney Vento funded projects.

If a system of care is not selected in this question, the Collaborative Applicant must answer question 1D-2a.

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.

The Collaborative Applicant should address any system of care with whom the CoC does not coordinate based on the selections in 1D-2, state the specific reason it was not selected in 1D-2, and state specific reasons or barriers for not coordinating discharge planning and the plan to coordinate in the future. If the system of care does not exist within the CoC's geographic area, this response should indicate that for each applicable system of care. To possibly receive partial credit for 1D-2, each system of care that was NOT selected in 1D-2 must be discussed, explained, and must include a plan for future coordination on discharge planning policies and practices. If the Collaborative Applicant selected all boxes in 1D-2, then the Collaborative Applicant should state “Not Applicable” for 1D-2a.

## 1E. Continuum of Care (CoC) Centralized or Coordinated Assessment

CoC Program interim rule requires CoCs to establish a centralized or coordinated assessment system, which HUD refers to as the coordinated entry process. Based on the recent [Coordinated Entry Policy Brief](https://www.hudexchange.info/resource/4427/coordinated-entry-policy-brief), HUD’s primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This, combined with the lack of well-developed coordinated entry processes, can result in severe hardships for people experiencing homelessness. They often experience long waiting times before receiving assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

1E-1. Explain how the CoC’s coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.

As required by the CoC Program interim rule, CoCs must have a Centralized or Coordinated Assessment System (i.e., coordinated entry process) that covers the CoC’s entire geographic area. HUD will award maximum points to Collaborative Applicants that sufficiently describe how homeless individuals and families are identified, engaged, and assisted across the CoC’s entire geographic area, including the following:

1. How outreach is designed and conducted to identify and engage all populations across the CoC's geographic area;
2. How the CoC advertises the coordinated entry process in a way that reaches homeless persons least likely to access the process; and
3. How the process ensures that program participants are directed to appropriate housing and services that fit their needs.

CoCs are configured differently, and might approach this coverage differently. Consider the following differences in responding to this question:

* CoCs covering large geographic areas (including statewide, Balance of State, or large regional CoCs), the CoC might use several separate coordinated entry processes that each cover a portion of the CoC but in total cover the entire CoC.
* If the CoC covers a large geographic area, explain how outreach is designed to cover the geographic area. If there are habitable portions (i.e., not deserts or otherwise uninhabitable areas) within the CoC's geographic area that are not covered, the response should indicate that they exist and address why those portions are not covered.

As part of the response, HUD requests that Collaborative Applicants specify if the community is creating by-name lists, either through a Registry Week or other method. Providing this information about by-name lists will not affect the score, but HUD will use this information to inform technical assistance activities and resources.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC’s geographic area, select “Not Applicable.” If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

From the list of categories of organizations or persons who might participate in the Centralized or Coordinated Assessment (i.e., coordinated entry process), Collaborative Applicants must select all checkboxes that apply to at least one organization or person in a designated category. For example, if there are three mental health service organizations in your CoC and one or more participates, select all checkboxes that apply to those organizations, even if each organization does not perform all of the participation activities that are selected.

If none of the organizations or persons within a category participate, do not select any checkboxes.

If a particular category of organization does not exist in the CoC’s geographic area, select “Not Applicable.”

Participation may take the form of any of the following:

1. Ongoing planning and evaluation–Engages in ongoing planning processes, including evaluating and updating the coordinated entry process at least annually.
2. Makes referrals to process–Operates as a referring agency into the coordinated entry process, ensuring that people are assessed for the full spectrum of housing and services in the community. Collaborative Applicant should only select this checkbox if an organization refers to the entire coordinated entry process and not a specific provider.
3. Receives referrals from process–Receives referrals and fills its beds and units from the coordinated entry process and not individual referral sources.
4. Operates access point–Operates a physical location or virtual access point for all homeless persons or one of the populations that may have a separate access point (survivors of domestic violence, youth, families and individuals).
5. Participates in case conferencing–Engages in regular conversations to discuss the homeless households awaiting entry into housing. Cases are discussed collectively to make appropriate referrals.

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

1F-1. For all renewal project applications submitted in the FY 2015 CoC Program Competition complete the chart below regarding the CoC’s review of the Annual Performance Report(s).

Project Annual Performance Reports (APRs) are an important tool for CoCs as they review and rank projects for the priority listing; therefore, CoCs should be reviewing project APRs to evaluate project performance outcomes.

1. In the numeric field provided, first indicate the total number of Project Applications that are being submitted for renewal in the FY 2015 CoC Program Competition.
2. The next field should indicate the number of renewal Project Applications that are first-time renewals for which the first operating year has not yet expired (e.g., a FY 2014 new 1-year project that began operating May 1, 2015 will have not submitted its first APR yet since the operating end date is April 30, 2016).
3. In the third field, indicate how many of the renewal Project Application APRs were reviewed by the CoC as part of the CoC’s local ranking process. The third field cannot exceed the difference between the first and second fields. For example, if a CoC has nine renewal project applications for the FY 2015 CoC Program Competition, and two of those renewals were new projects in FY 2014 that are not required to submit an APR yet, that CoC would only have seven APRs available for review, so the maximum number that could be entered into the third field is “7.”

Given the importance of the APR for CoCs to use in reviewing projects, HUD encourages the CoC to request that projects submit their most recent APR to the CoC at the time that they submit their project application, or request that projects submit a PDF copy of the APR to the CoC at the same time the APR is due to HUD.

**1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition.** (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

From the list provided, the Collaborative Applicant should select all the criteria that were used to review, rank, and select projects for the FY 2015 CoC Program Competition. Select a criterion only if:

The CoC used the criterion to review, rank, and select projects as part of the FY 2015 CoC Program Competition; and

1. The Collaborative Applicant has written documentation that clearly reflects the incorporation of that criterion into the review, ranking, and selection process. The CoC might have included this documentation in its Request for Proposals (RFP), on a website posting of the selection criteria, in meeting minutes, or in the CoC’s governance charter. HUD will award maximum points to Collaborative Applicants that attach documentation that clearly demonstrates the incorporation of the objective criteria selected in 1F-2. This documentation must be attached to the FY 2015 CoC Application as document “*CoC Rating and Review Procedure*”.

If the CoC uses a criterion that is not listed, the Collaborative Applicant should input a description to a blank textbox, select “Save,” and then select the checkbox next to the textbox. If none of the listed criteria are used to rank and review projects, and there are no other objective criteria used to rank and review projects, then **select “None.”** If the Collaborative Applicant selects “None,” no other criterion can be selected.

**Note:** The criterion titled “**Type of Project or Program**” should only be selected if the Collaborative Applicant prioritizes particular project types over others. For instance, a CoC awards more points to Permanent Housing (PH) project types than Transitional Housing (TH) or Supportive Services Only (SSO) project types.

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority.

Performance outcomes are very important to factor into the ranking, review, and selection process, and it is equally important to carefully consider who a project serves and the level of difficulty in achieving successful outcomes. For example, a project that serves all chronically homeless individuals with the highest service needs might find that their performance outcomes are lower than a project that screens out those hardest to serve. HUD strongly encourages projects to lower their barriers to serving those with the highest needs and vulnerabilities; therefore, the CoC’s review, ranking, and selection process should also account for the higher difficulty in serving those populations.

HUD will award maximum points to Collaborative Applicants that describe in detail how the CoC factors a project's population into its review, ranking, and selection process. This could take the form of factoring population needs into the evaluation of a project's performance outcomes (e.g., weighting performance outcomes with the difficulty of serving higher need populations) or could serve as a standalone criterion by which to review, rank, and select projects. The response must also specifically identify the needs and vulnerabilities of the populations that the CoC takes into account, and indicate that projects who serve these populations receive additional consideration in the review, ranking, and selection process. Possible needs and vulnerabilities include:

1. Low or no income;
2. Current or past substance use;
3. Criminal record;
4. Having been or currently a victim of domestic violence;
5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status;
6. Resistance to receiving services;
7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing;
8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs;
9. Coming from the streets or other unsheltered situations, particularly youth and children;
10. Vulnerability to illness or death; and
11. Vulnerability to victimization, including physical assault, trafficking, or sex work.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached)

The Collaborative Applicant must state the date and the public medium(s) used to publicly share the review, ranking and selection criteria for the FY 2015 CoC Program Competition, and describe how the CoC made this information available to all stakeholders. HUD will award maximum points to Collaborative Applicants that attach documentation of the public posting that clearly displays the date of posting, provided that the date is within the FY 2015 CoC Program Competition application period, even if the CoC conducted an internal competition prior to the opening of the FY 2015 CoC Program Competition. The attachment could be an RFP solicitation, a screen shot of a webpage posting on the CoC or Collaborative Applicant’s webpage, a copy of a newspaper advertisement, dated minutes from a CoC meeting, or other medium. This document should be attached as “*CoC Rating and Review Procedure: Public Posting Evidence*.”

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the   
FY 2015 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.)

The Collaborative Applicant must fill in the date on which all parts of the 2015 CoC Consolidated Application were publicly posted before the application deadline for the FY 2015 CoC Program Competition. “All parts of the FY 2015 CoC Consolidated Application” includes the CoC Application and the Priority Listing showing the final project ranking for all of the projects that applied (new, renewal, planning, UFA, and rejected projects). HUD will award maximum points to Collaborative Applicants that attach documentation of the public posting that clearly shows all the parts of the CoC Consolidated Application, the location(s) or web address(es) where the Application was posted and the date on which it was posted, which must be no later than 2 days before the application submission deadline. Individual Project Applications do not have to be posted to satisfy this question. This document should be attached as “*2015 CoC Consolidated Application: Public Posting Evidence*.”

The preferred method of acceptable documentation is a screen shot of the web page(s) that meets these criteria. It is important that the date is clearly visible in the screen shot. CoCs that do not have a website must post this information to a partner website within the CoC (e.g., county/city website). HUD will not accept website links or hyperlinks alone as a substitute for meeting this requirement. Documents must be attached. Some applicants have printed a screen shot of a web page, scanned the printed page, and then attached the scanned file to meet this requirement.

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached)

The CoC Program interim rule requires that CoCs design, operate, and follow a collaborative process for the development of applications in response to the NOFA.

If the CoC reduced or rejected any eligible renewal projects for the creation of new projects, the Collaborative Applicant should select “Yes” and attach evidence of the public posting of the reallocation process as the “*CoC’s Process for Reallocating*” in the attachment section. The attached document must:

1. Explain the CoC’s process for reallocating and include evidence that the CoC made its process for reallocating publicly available;
2. Address how the CoC determined if projects would be reduced or rejected in order to create new projects through reallocation in the local competition process; and
3. State whether the CoC sought approval from the CoC Board or voting members. Acceptable forms of the public posting of the “CoC’s Process for Reallocating” could include a dated printout of the webpage where the process is described.

If the CoC is not using the reallocation process in FY 2015, then the Collaborative Applicant should select “No” and still attach a document to the required section in *e-snaps* that simply states “The CoC did not use the reallocation process in the FY 2015 CoC Program Competition, and this document does not apply.”

As a reminder, CoCs cannot include CoC Planning or UFA Costs (if designated as a UFA) in the reallocation process because they are not eligible renewal projects. CoC Planning and UFA Costs are new projects each year. Additionally, these two types of projects are for sole use of the Collaborative Applicant to ensure that the CoC is in compliance with 24 CFR part 578.

Note: The reallocation forms where Collaborative Applicants indicate the eligible renewal projects that their CoCs will reallocate in part (by reducing the eligible renewal amount) or in full (by eliminating the eligible renewal project entirely) are now permanently located in the CoC Priority Listing, which Collaborative Applicants must also complete and submit by the application deadline.

1F-5a. If the CoC rejected project application(s) on what date did the CoC and Collaborative Applicant notify those project applicants their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached)

The CoC Program interim rule requires that CoCs design, operate, and follow a collaborative process for the development of applications in response to the NOFA. The Collaborative Applicant must provide the date on which all FY 2015 project applicants, community members and key stakeholders were notified that the CoC's FY 2015 CoC Consolidated Application decisions and rankings were available, including any project applicants with rejected projects. In particular, the CoC must notify project applicants, in writing outside of *e-snaps*, of any rejected FY 2015 project applications **no later than 15 days** before the application deadline to allow project applicants that believe they were wrongfully denied the opportunity to participate in the CoC process in a reasonable manner to appeal the CoC’s decision to HUD.

In order for HUD to award maximum points, the Collaborative Applicant must provide written documentation that shows how all project applicants, community members, and key stakeholders were notified of the CoC’s project decisions and rankings in the FY 2015 CoC Program Competition. The written documentation must show evidence of the decisions and rankings OR show that all FY 2015 project applicants and stakeholders were directed to a website that provided them with the decisions and rankings. In addition, the documentation must clearly display the date of the notification. An example of acceptable documentation would be a dated email message or form letter that was used to notify all project applicants, community members, and key stakeholders and a copy of the website page where the decisions and rankings were posted.

The Collaborative Applicant must submit this documentation as attachment “*2015 CoC Consolidated Application: Evidence of the CoC’s Communication to Rejected Projects.*”

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW?

Accurate Grant Inventory Worksheets (GIW) are an important tool for HUD to determine the final Annual Renewal Demand (ARD) amount for each CoC and the total ARD for the CoC Program Competition in a given year. CoCs must ensure that the information provided on the FY 2015 GIW is as accurate as possible and not make additional revisions after the 10-day grace period that follows the publication of the FY 2015 CoC Program Competition NOFA that affect the CoC’s FY 2015 ARD after receiving final approval from HUD.

The Collaborative Applicant should select "Yes" only if the CoC has conducted a review of the Annual Renewal Demand in the Priority Listing as well as the GIW, and the Collaborative Applicant has verified that the ARD in the Priority Listing is equal to (or less than) the ARD in the Final GIW.

## 1G. Addressing Project Capacity

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.

The Collaborative Applicant must describe the CoC’s process and criteria for monitoring the project performance of CoC-funded recipients and subrecipients, including how it assesses the capacity of a project to implement program requirements (e.g., on-time APR submission; resolved HUD monitoring findings, if applicable; maintaining quarterly drawdowns; and full expenditure of awarded funds) in order to successfully carry out the requirements in 24 CFR part 578 of the CoC Program interim rule, and local CoC priorities. The Collaborative Applicant must address how the CoC reviews CoC-funded projects to verify that they serve eligible participants, maximize bed utilization, increase housing stability, reduce the length of time participants are homeless, increase participant income and access to mainstream benefits, and regularly draw down funds.

**1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD-50070 and form HUD-2880 to the Project Applicant Profile in e-snaps?**

Projects must maintain certain forms that are readily viewable by the CoC and HUD. The Collaborative Applicant should select "Yes" only if the CoC has reviewed and verified that all FY 2015 project recipients have up-to-date, accurate and complete versions of Form HUD[-50070: Drug-Free Workplace](http://portal.hud.gov/hudportal/documents/huddoc?id=50070.pdf), and Form [HUD-2880: Recipient Disclosure/Update Report](http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf) attached to their Project Applicant Profiles. To receive credit, both of the forms **must be dated during the time period set in the FY 2015 CoC Program NOFA**, must reflect the current FY 2015 projects, and must be signed by the authorized person(s) in the CoC’s geographic area. These forms are required for all project applicants, including the Collaborative Applicant submitting a CoC Planning project application, and, if applicable, UFA Costs project application. Both of these forms also include instructions on how to complete the forms and what type of information should be entered. Collaborative Applicants are strongly encouraged to remind project applicants of the inclusive (form HUD 50070) and accompanying (form HUD-2880) instructions included with the forms.

Collaborative Applicants are encouraged to check Project Applicant Profiles early in the FY 2015 CoC Program Competition to ensure enough time to address documents that are missing, incomplete, or incorrectly dated. Instructions on how to access the Project Applicant Profiles for the project applicants in *e-snaps* is included in [*FY 2015 CoC Priority Listing Detailed Instructions*](https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources).

If any of these forms are missing entirely, missing information, incorrectly dated, or not signed by the appropriate authorizing official for any of the CoC’s project applications, HUD will award **0 points**.

**1G-3. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?**

The Collaborative Applicant should select "Yes" only if the CoC has reviewed and verified that all submitted project applications (New, Renewal, CoC Planning, and, if applicable, UFA Costs) for FY 2015 were included on [Form HUD-2991: *Certification of Consistency with Consolidated Plan*](http://portal.hud.gov/hudportal/documents/huddoc?id=2991.pdf). In order for HUD to award maximum points, the Collaborative Applicant must:

1. Attach the HUD-2991 to the CoC Priority Listing *e-snaps;*
2. Ensure that the form is signed by the certifying official for **each** Con Plan jurisdiction in which a CoC Program-funded project is located;
3. Ensure that the form is dated during the time period established in the FY 2015 CoC Program NOFA; and
4. Include all of the proposed new, renewal, CoC Planning and, if applicable, UFA Costs projects applying for funds in the FY 2015 CoC Program Competition.

If this form is missing entirely, missing information, incorrectly dated, or not signed by the correct authorizing official, HUD will award the CoC **0 points**.

# CoC Application: Part II Data Collection and Quality

## 2A. Homeless Management Information System (HMIS) Implementation

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC’s governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit.

Per 24 CFR 578.7, CoCs are responsible for working with the HMIS Lead to develop, follow, and annually update a governance charter. The governance charter should include all procedures and policies needed to comply with the 24 CFR part 578 and with HMIS requirements prescribed by HUD. HUD’s HMIS requirements can be written outside of the governance charter in a separate document (e.g. Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or other formal agreement between the CoC and HMIS Lead). If the CoC has a separate document of this type then it **MUST** be referenced in the governance charter in order for the CoC to have met HUD’s requirements.

The Collaborative Applicant must indicate if the governance charter includes details on the roles and responsibilities of both the CoC and HMIS Lead. If this is not included in the governance charter in detail, it should, at a minimum, be documented in another formal agreement such as a MOU, MOA, and this should be referenced in the governance charter.

The Collaborative Applicant should only select “Yes” for this question if the governance charter meets the following criteria:

Signed and dated;

Clearly demonstrates that CoC has formally approved or adopted the governance charter; and

Clearly outlines the roles and responsibilities of the CoC and HMIS Lead or references a separate document, like an MOU or MOA that outlines the roles and responsibilities.

The Collaborative Applicant should select “No” for this question if:

Any of the criteria above are not met by the existing governance charter;

The CoC does not have a governance charter that was developed with the HMIS Lead; or

The Governance charter has not yet been approved and implemented.

To receive credit for this question, the Collaborative Applicant must attach the CoC’s governance charter to the CoC Application as attachment *“CoC’s Governance Charter.*” In addition, if the CoC’s governance charter references a separate document, like an MOU or MOA, that document must also be attached to the CoC Application as attachment “*CoC-HMIS MOU.*”

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU.

If the Collaborative Applicant responds “Yes” to 2A-1**,** it must attach the document to the FY 2015 CoC Application in the “**Attachments**” section to receive credit. The Collaborative Applicant must write the page number in the textbox indicating where the roles and responsibilities can be found, and identify the document it is in with either “**GC**” if the page number is for the governance charter (for example: GC, 5), or “**ALT**” for an alternative document like an MOU or MOA (for example: ALT, 10). If the roles and responsibilities are referenced in the governance charter AND in an alternate document like an MOU, then indicate the page number(s) for BOTH documents (for example: GC, 10-11; ALT, 23-24). In addition, the attached document(s) must clearly show the following:

The name of the CoC;

The name of the HMIS Lead, which should match the HMIS Lead name entered in question 1A-4 of this CoC Application; and

A date and signature from the CoC and the HMIS Lead identified in the CoC’s Applicant Profile.

If the Collaborative Applicant answered “No” to 2A-1 or the CoC does not have one of these documents, then write “NA” for not applicable in the textbox.

HUD will award **0 points** to CoCs that fail to attach a governance charter to this application, even if the roles and responsibilities between the CoC and HMIS Lead are laid out in another document. In addition, if the roles and responsibilities cannot be identified on the page number indicated, HUD will award **0 points**.

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.**

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

The Collaborative Applicant must indicate whether the CoC has developed an HMIS Policies and Procedures Manual. This may be as a stand-alone document or it may be incorporated into the CoC’s Governance Charter. If the Collaborative Applicant responds “Yes” to this question, it must attach the HMIS Policy and Procedures document to the FY 2015 CoC Application in the “Attachments” section as attachment “*HMIS Policies and Procedures Manual*.” If the HMIS Policies and Procedures Manual is also part of the CoC governance charter, then for this question, only attach the title page and the relevant sections of the document that comprise the HMIS Policies and Procedures.

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)?**

The Collaborative Applicant must select “Yes” or “No” to indicate whether there are agreements currently in place that outline the roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs).

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)?

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

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?

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

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

2B-1. Select the HMIS implementation coverage area:

To answer this question, consider the HMIS for which your CoC participates. An implementation of HMIS may include a single CoC or multiple CoCs. The Collaborative Applicant must indicate which implementation type best reflects their CoC:

* **Single CoC:** Select this option if your CoC is the only CoC participating in the HMIS.
* **Multiple CoCs:** Select this option if your CoC is one of many CoCs participating in one HMIS, unless that HMIS is a statewide implementation.
* **Statewide:** Select this option if your CoC is part of a statewide HMIS implementation.

HUD recognizes that some implementations might fall into both "statewide" and "multiple-CoC" implementations. A multi-CoC implementation that includes all CoCs in one state should select only "statewide" for this question.

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

Accessing funding from sources other than CoC Program funding is an important part of implementing and expanding your HMIS. HUD is interested in determining all of the funding sources that a CoC’s HMIS budget is comprised of since other HUD-funded programs, Federal agencies, State and local governments require the use of HMIS.

For each of the funding categories, the Collaborative Applicant, working with the CoC and the HMIS Lead, must identify the total amount of funding that contributes to the total HMIS budget.

If the total amount of funding for a particular funding category is $0, the Collaborative Applicant must enter “**0**” in the associated field in *e-snaps.*

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

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy):

CoCs were required to conduct a Housing Inventory Count on a single day during the last 10 days of January 2015 and submit that data into the Homelessness Data Exchange (HDX) by the **May 15, 2015** submission deadline.

1. The Collaborative Applicant must indicate the date on which the CoC submitted the 2015 HIC data in HDX. HUD will award **0 points** to CoCs that did not submit the 2015 HIC data into the HDX by the required deadline.
2. HUD will verify the date entered with actual data from the HDX.

If a Collaborative Applicant enters a different date in response to this question than the submission date in HDX, HUD will award **0 points** for this question.

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

The bed coverage rate is the total number of HMIS participating beds divided by the total number of beds dedicated to homeless individuals and families in the geographic area covered by the CoC as reported in the 2015 HIC. The HMIS bed coverage rate will be calculated automatically in *e-snaps*. Beds funded by victim service providers, who are prohibited from entering client-level data into HMIS, will be excluded from the auto-calculation for Emergency Shelter and Transitional Housing.

**HMIS bed coverage rates and occupancy or utilization rates are not the same.** HMIS Bed coverage calculations indicate the proportion of year-round beds that are included in the CoC’s HMIS. The goal is to have all year-round beds included in the CoC’s HMIS (this means 100 percent HMIS bed coverage rate). By contrast, occupancy or utilization rates indicate the proportion of beds utilized by homeless persons on a given day. HUD will award maximum points to CoCs with a record that reflects 86 percent or higher HMIS bed coverage rate for all applicable bed types.

HUD will assess CoCs on the HMIS bed coverage rate for each of the following housing types:

* Emergency Shelter;
* Safe Haven;
* Transitional Housing;
* Rapid Re-Housing;
* Permanent Supportive Housing; and
* Other permanent housing, which includes permanent housing beds that might or might not have a disability requirement.

If a particular housing type does not exist anywhere within the CoC’s geographic area, then the Collaborative Applicant should enter **“0”** for each column in that housing type, and the HMIS bed coverage rate will auto-calculate as a blank cell.

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months.

If the HMIS bed coverage rate for **ANY** housing type identified in 2C-2 is 85 percent or less, the Collaborative Applicant must describe the specific steps the CoC will take over the next 12 months to increase the bed coverage rate. To receive full credit, the response must describe specific steps to increase the bed coverage for EACH housing type for which the bed coverage is 85 percent or less in question **2C-2**.

HUD will award **0 points** to CoCs that only explain why the bed coverage rate is 85 percent or less, but fail to include plan to increase the bed coverage rate over the next 12 months.

2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below.

HUD recognizes that certain projects are not required to or discouraged from using HMIS and this can negatively affect a CoC’s coverage rate. This is an opportunity for CoCs to document to HUD when this is occurring, to help inform the development of future HMIS guidance and Technical Assistance.

1. From the list, select all of the program types with beds that are not included in the HMIS.
2. If there are no project types listed in 2C-2 that have coverage rates of 85 percent or below and the lower rate can be attributed to beds covered by one of the following programs, then select “Not Applicable.”

2C-4. How often does the CoC review or assess its HMIS bed coverage?

From the drop-down menu (Monthly, Quarterly, Semi-Annually, Annually, Never), select the frequency that best reflects how often the CoC currently reviews or assesses the HMIS bed coverage in its geographic area for all housing types.

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

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

The CoC must report the percentage of unduplicated client records with null or missing values and the percentage where the client refused for the Universal Data Elements during the time period of   
October 1, 2013 through September 30, 2014.

**The Basic Calculation to determine the percentages of Null or Missing and Doesn’t Know or Refused =**



In order to ensure the data quality report is accurate and does not include an inflated number of missing/null values, CoCs must work with their HMIS Lead to ensure they are including ONLY records required to collect this information in the equation.

Additional items that will dramatically skew the missing/null rates follow:

1. *Street Outreach Clients*: It is important to remember that information is NOT collected from street outreach clients until they are engaged in a project or with an outreach worker. Thus, CoCs should remove any street outreach clients without an engagement date from the calculation.

**For example:** There are 50 records missing Date of Birth out of 200 active records on January 30. Five of these are street outreach clients. The calculation would be:

**(50-5)/200 = 22.5% missing DOB**

1. *Types of Clients*: Because all Universal Data Elements are not collected on all types of clients (e.g., Veteran status is not expected to be completed for minor children because that status cannot apply to minors), it is important to select only the client records to which this information could apply.

**For example:** Out of 200 active clients, there are 50 records missing Veteran status. Based on the previous example 50/200 = 25 percent missing rate. However, this includes ALL active clients. If instead the percentage is calculated based on the number of ACTIVE ADULT client records, to the extent that the missing records were located in the minor children’s records, the percentage of records missing Veteran status decreases. From the example of 200 active client records and 50 missing Veteran status, if only 125 of those records are active ADULT clients, and of those 125, only 5 records are missing Veteran status, then the new calculation would be 5/125 = 4 percent. The 4 percent calculation is the calculation to use.

1. To assist in the calculation of the missing/null rates and the rates of clients that “don’t know” or “refused,” use the following to determine clients from whom Universal Data Elements are collected:

|  |  |
| --- | --- |
| Universal Data Elements | Data Collected From |
| 3.1 Name | All Clients |
| 3.2 Social Security Number | All Clients |
| 3.3 Date of birth | All Clients |
| 3.4 Race | All Clients |
| 3.5 Ethnicity | All Clients |
| 3.6 Gender | All Clients |
| 3.7 Veteran status | All Adults |
| 3.8 Disabling condition | All Adults |
| 3.9 Residence prior to project entry | Heads of Household/Adults |
| 3.10 Project Entry Date | All Clients |
| 3.11 Project Exit Date | All Clients |
| 3.12 Destination | Heads of Household/Adults |
| 3.15 Relationship to Head of Household | All Clients |
| 3.16 Client Location | Heads of Household |
| 3.17 Length of time on street, in an emergency shelter, or safe haven | Heads of Household/Adults |

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

The Collaborative Applicant must select all HUD reports the HMIS is able to generate.

If there is a HUD report that is not listed, enter a description of the additional report(s) that the HMIS can generate in the textbox, select “Save,” and then select the checkbox next to the textbox. If the Collaborative Applicant selects “None**,**” no other report options can be selected.

2D-3. If you submitted the 2014 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?



Refer to the *AHAR Submission Report* on HUD Exchange, and use the “total number of accepted tables” (see red arrow) listed under your CoC to select from the dropdown menu the total AHAR tables that were accepted and used in the last AHAR. If the CoC did not submit AHAR data, then select “**0**” from the drop-down menu.

**NOTE**: CoCs do not need to print the entire *AHAR Submission Report*. The report is arranged alphabetically by CoC and the Collaborative Applicant can search on HUDExchange and only print the pages relevant to that CoC.

2D-4. How frequently does the CoC review data quality in the HMIS?

From the drop-down menu, the Collaborative Applicant must select the frequency with which the CoC reviews the quality of project-level data to identify data quality challenges such as timeliness issues or missing data. If the Collaborative Applicant is unsure of how often the CoC reviews data quality, it should work with the CoC and HMIS Lead to determine the best answer to this question.

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both?

From the drop-down menu, select if the CoC has standardized HMIS data quality reports for:

* Only the CoC;
* Only the Projects within the CoC; or
* Both the CoC and the Projects within the CoC.

Select “None” if the CoC does not have standardized HMIS data quality reports. Only one answer can be selected. If the Collaborative Applicant is unsure what types of data quality reports a CoC uses, it should work with the CoC and HMIS Lead to determine the best answer to this question.

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

In many cases, Federal partner programs are required or encouraged (by their funders) to use the CoC’s HMIS. Select all Federal partner programs from the list that currently use HMIS.

If there are other partners not listed who use the CoC’s HMIS, enter the program name in the textbox, select “Save,” and then select the checkbox next to that textbox.

If “None” is selected, no other options can be selected.

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date.

HUD recognizes that CoCs are being asked to integrate projects from many different funding sources into their HMIS. This takes time and many CoCs are still in the process of integrating these projects. , In cases where the integration has not started or is not complete, the response should clearly indicate to HUD that the CoC is aware of the need to integrate these projects into the HMIS and has an approximate timeline for the integration.

## 2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress’ funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count?

From the dropdown menu, select “Yes” if the CoC reviewed and approved the final sheltered PIT Count methodology for the 2015 sheltered PIT count.

Select “No” if the CoC did not approve the final sheltered PIT Count methodology.

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy):

The purpose of the sheltered PIT count is to further understand the number and characteristics of people sleeping in shelter and residing in transitional housing. The Collaborative Applicant must indicate the date of the CoC’s most recent *sheltered* PIT count.

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD?

If the sheltered PIT count was not conducted during the last 10 days of January, to be considered for points, an exception must have been granted by HUD.

* Collaborative Applicants for CoCs that conducted the sheltered PIT count outside of the last 10 days of January must select “Yes” or “No” to whether HUD granted the CoC an exception.
* All other CoCs must select “Not Applicable.”

When the Collaborative Applicant selects “Yes,” HUD also will review documentation to confirm that the exception was granted.

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy):

HUD required CoCs to submit the data that was collected during the sheltered PIT count into the HUD Homelessness Data Exchange (HDX) by May 15, 2015. Indicate the date on which the CoC submitted data to the HDX for the sheltered PIT count.

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

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

Select which method(s) the CoC used to conduct the 2015 sheltered PIT count. The Collaborative Applicant must select all that apply from the following options:

* **Complete Census Count:** Providers counted the total number and characteristics of sheltered homeless persons residing in each program on the night designated as the PIT count. CoCs that relied completely on their HMIS to conduct their sheltered PIT count should select this option.
* **Random Sample and Extrapolation:** The CoC used a random sample and extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs. The random sample may be based on HMIS data or some other data source.
* **Non-Random Sample and Extrapolation:** The CoC used a non-random sample and extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs. The non-random sample may be based on HMIS data or some other data source.
* **Other:** The CoC used a method other than the ones identified to estimate the number and characteristics of sheltered homeless persons that is consistent with the guidelines in “[Point-in-Time Count Methodology Guide](https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/).” If the Collaborative Applicant selected “Other” for question 2F-1, provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the sheltered PIT count.

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

CoCs collect and produce data on the following subpopulations: persons experiencing chronic homelessness, families, persons with severe mental illness, persons with chronic substance abuse, Veterans, persons with HIV/AIDS, and victims of domestic violence (**Note** that CoCs are not required to record data in HMIS on victims of domestic violence). CoCs may use a variety of methods to collect and produce subpopulation information on sheltered homeless persons and may employ more than one in order to produce the most accurate data.

Select the methods the CoC used to collect subpopulation data on sheltered homeless persons during the most recent PIT count. The Collaborative Applicant must select all that apply from the following options:

* **HMIS:** The CoC used HMIS to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data.
* **HMIS plus extrapolation:** The CoC used HMIS data and extrapolation techniques to estimate the subpopulation information of sheltered homeless persons in the CoC. Extrapolation techniques accounted for missing HMIS data.
* **Interview of sheltered persons:** The CoC conducted interviews in emergency shelters, Safe Havens, and transitional housing to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data.
* **Sample of PIT interviews plus extrapolation:** The CoC conducted interviews with a sample of sheltered homeless adults and unaccompanied youth to gather subpopulation information. The results from the interviews were extrapolated to the entire sheltered homeless population to provide statistically reliable subpopulation estimates for all sheltered persons. The CoC completed the appropriate HUD Sample Strategy Tool.
* **Other:** The CoC used a method other than the ones identified to determine subpopulation information that is consistent with the guidelines in: “[*Point-in-Time Count Methodology Guide*](https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/).” If the Collaborative Applicant selected ‘Other’, provide a description of the other method. The description must demonstrate how it is a reliable method and consistent with HUD guidance on collecting subpopulations of sheltered homeless persons during the sheltered PIT count.

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.

The Collaborative Applicant must describe the CoC’s sheltered PIT count methodology. The description should include a brief explanation for why the CoC selected the sheltered PIT count methodology it used.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count).

The response to this question should focus **solely** on methodology changes as outlined in question 2F-1 rather than data quality changes, which will be addressed in Section 2G of this application. The approved sheltered count methodologies, as outlined in 2F-1, are:

* Complete census count;
* Random sample and extrapolation; and
* Non-random sample and extrapolation.

If a CoC changed its 2014 sheltered PIT count methodology to a completely different methodology in 2015 (e.g., from a complete census count to a random sample and extrapolation method), the Collaborative Applicants must describe:

1. The new methodology the CoC used; and
2. Why it changed its methodology.

If the CoC did not change its sheltered PIT count methodology, enter “Not Applicable” in this textbox.

2F-5. Did your CoC change its provider coverage in the 2015 sheltered count?

The Collaborative Applicant must select “Yes” if the CoC changed its provider coverage between 2014 and 2015 in either of the following situations:

* Any projects were included in the 2015 PIT Count that were not included in the 2014 PIT Count, e.g., projects recently added to the HIC, new projects, or
* Any projects were included in 2014 that were not included in the 2015 PIT count.

2F-5a. If yes in 2F-5, then describe the change in provider coverage in the 2015 sheltered count.

If the Collaborative Applicant answered “Yes” to 2F-5, then it must describe the nature of the change in provider coverage, as well as indicate **why** projects were included or excluded in 2015, as compared to 2014.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Select the method(s) the CoC used to ensure a high quality of data collected on sheltered homeless persons during the most recent PIT count. The Collaborative Applicant must select all that apply from the following options:

* **Training:** The CoC trained providers on the protocol and data collection forms used to complete the sheltered PIT count.
* **Follow-up:** The CoC reminded providers about the sheltered PIT count and followed up with providers to ensure the maximum possible response rate from all programs.
* **HMIS:** The CoC used HMIS to verify data collected from providers for the sheltered PIT count.
* **Non-HMIS De-duplication techniques:** The CoC used non-HMIS based strategies to verify that each sheltered homeless person was only counted once during the sheltered PIT count.
* **Other:** The CoC used a method other than the ones identified that is consistent with the guidelines in “[Point-in-Time Count Methodology Guide](https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/).” If the Collaborative Applicant selected “Other,” the Collaborative Applicant should provide a description of the other method in the text box. The description must demonstrate how it is a reliable method and consistent with HUD guidance on ensuring the quality of data collected during the sheltered PIT count.

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method).

CoCs must describe changes they made to the implementation of the sheltered PIT count that were intended to improve the data quality. Common examples of improvements include 1) improved training of volunteers to improve data collection and 2) better volunteer recruitment. CoCs **should not** describe changes to the counting methodology itself because this information is required in question 2F-4. If the CoC did not change how it implemented its sheltered PIT count, enter “Not Applicable” in this textbox.

## 2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?

Select “Yes” if the CoC reviewed and approved the final unsheltered PIT Count methodology for the most recent unsheltered PIT count. Select “No,” if the CoC **did** not approve the final unsheltered PIT Count methodology.

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):

The Collaborative Applicant must indicate the date of the CoC’s most recent *unsheltered* PIT count.

2H-2a. If the CoC conducted the unsheltered point-in-time count outside of the last 10 days of January 2015, was an exception granted by HUD?

If the CoC did not conduct the unsheltered PIT count during the last 10 days of January, to be considered for points, an exception must have been granted by HUD.

* Collaborative Applicants for CoCs that conducted the unsheltered PIT count outside of the last 10 days of January must select “Yes” or “No” to whether HUD granted the CoC an exception.
* All other CoCs must select “Not Applicable.”

When the Collaborative Applicant selects “Yes,” HUD also will review documentation to confirm that the exception was granted.

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX:

HUD required CoCs to submit the data that was collected during the unsheltered PIT count into the HUD Homelessness Data Exchange (HDX) by May 15, 2015. Indicate the date on which the CoC submitted data to the HDX for the unsheltered PIT count.

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

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

Data produced from PIT counts must be based on the use of reliable counting methods. CoCs may use one or more methods to count unsheltered homeless persons.

The Collaborative Applicant must indicate the methods the CoC used to conduct the 2015 unsheltered PIT count by selecting all that apply from the following options:

* **Night of the Count–Complete Census:** The CoC canvassed the entire geographic area covered by the CoC.
* **Night of the Count–Known Locations:** The CoC canvassed only specific neighborhoods, blocks, census tracts, or other geographies within the CoC to count unsheltered homeless people staying in those locations.
* **Night of the Count–Random Sample:** The CoC identified all geographic areas in the community where people who are unsheltered might be located and selected a random sample of these areas to canvas. The CoC then extrapolated the data from the random sample to derive the unsheltered count estimate.
* **Service-based count–**The CoC surveyed people at various social service locations or other public or private locations to identify people who were unsheltered, but not counted, on the night of the count (either because CoCs did not use a night of the count approach or because unsheltered people were missed on the night of the count). In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where that person was sleeping on the night of the most recent PIT count.
* **Other–**The CoC used a method other than the ones identified for estimating unsheltered homeless persons that is consistent with the guidelines in “[Point-in-Time Count Methodology Guide](https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/).” If the Collaborative Applicant selected ‘Other’ for it must provide a description of the other method here. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the unsheltered PIT count.

Please note that the CoC may use HMIS in some way to collect, analyze, or report data on unsheltered homeless persons. If a CoC used HMIS as part of its unsheltered count, it should determine which methodology description above best describes how the CoC uses HMIS for the unsheltered count.

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology.**

The Collaborative Applicant must describe the CoC’s unsheltered PIT count methodology. The description should include an explanation for why the CoC selected the unsheltered PIT count methodology that it used.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count).

The approved unsheltered count methodologies, as outlined in 2I-1 are:

* Night of the count–complete census;
* Night of the count–known locations;
* Night of the count–random sample; and
* Service-based count.

The Collaborative Applicant must describe the new methodology the CoC used for the 2015 unsheltered PIT count compared to the 2014 unsheltered PIT count methodology (or 2013 if the CoC did not conduct an unsheltered PIT Count in 2014), and **why** it changed its methodology. If the CoC did not change its unsheltered PIT count methodology, enter “**Not Applicable**” in the textbox.

The response should focus solely on methodology changes and **should not** include a description of changes to implementation of the unsheltered PIT count (e.g., improved training) or other changes that impact data quality, as this is addressed in **2J**.

2I-4. Does your CoC plan on conducting an unsheltered PIT count in 2016? (If “Yes” is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

Because communities are nearing [***Opening Doors***](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf?utm_source=USICH+Releases+Opening+Doors%2C+as+Amended+in+2015&utm_campaign=USICH+Releases+2015+Amendment+to+Opening+Doors&utm_medium=email) benchmarks for ending Veteran and chronic homelessness, HUD is encouraging CoCs to conduct a 2016 unsheltered count even though CoCs are only required to conduct an unsheltered PIT count every 2 years during the last 10 days in January. CoCs that commit to conducting a 2016 unsheltered PIT count will assist HUD in determining if these goals will be met.

Select “Yes” if the CoC plans to conduct an unsheltered PIT count in 2016. Select “No” if the CoC does not plan to conduct an unsheltered PIT count in 2016. “Undecided” may be selected if the CoC has not yet made a decision regarding conducting an unsheltered PIT count in 2016.

HUD recognizes Collaborative Applicants’ selection of “Yes” to this question as a firm commitment to conduct an unsheltered PIT Count in FY 2016. Per the FY 2015 CoC Program Competition NOFA, any CoC that selects “Yes” to 2I-4 and also requests a planning project grant (that passes eligibility and threshold criteria) must conduct a 2016 unsheltered PIT count. If the CoC fails to conduct a 2016 PIT count, HUD will **recapture** CoC planning project funds. In cases where funds have been expended but the count was not conducted, HUD will require repayment of planning project grant funds.

## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

To ensure the data quality of the unsheltered PIT count, it is critical that CoCs engage in activities to reduce the occurrence of counting unsheltered homeless persons more than once during a PIT count. These strategies are known as deduplication techniques. Deduplication techniques should always be implemented when the PIT count extends beyond a single night or when the PIT count is conducted during the day at service locations used by homeless people as well as at night shelters.

Select all applicable techniques the CoC used to reduce the occurrence of counting unsheltered homeless persons more than once during the 2015 PIT count. The Collaborative Applicant must select all that apply:

* **Training:** The CoC conducted trainings(s) for PIT enumerators or CoC staff.
* **Blitz Count:** The CoC used a “blitz” approach, or a one-night count done on the same night as the sheltered count, where the CoC counts persons experiencing homelessness at a time when it is unlikely they would be counted more than once by different counters (i.e., late in the night or early in the morning).
* **Unique Identifier:** The CoC used a unique identifier, such as a combination of date of birth, first and last name initials, or gender, assigned to unsheltered homeless persons to ensure accuracy of data collected.
* **Survey Question:** The CoC asked specific survey question(s) of each participant, including asking them if they have already been interviewed, to ensure accuracy of data collected.
* **Enumerator Observation:** The enumerator(s) recorded observations of unsheltered homeless persons that assisted in ensuring the data quality.
* **Other:** The CoC used a strategy other than the ones identified above that is consistent with the guidelines in “[Point-in-Time Count Methodology Guide](https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/).” If the Collaborative Applicant selected “Other**,**” the Collaborative Applicant must provide a description of the other method in the text box. The description must demonstrate how it is a reliable method and consistent with HUD guidance on conducting the unsheltered PIT count.

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method).

The Collaborative Applicant must describe any changes made to the implementation of the unsheltered PIT count that were intended to improve the data quality. Common examples of changes include 1) better engagement of stakeholders (e.g., including homeless youth in count implementation), 2) improved training of volunteers to improve data collection, and 3) better volunteer recruitment. Collaborative Applicants should not describe changes to the counting methodology, as these changes are described in question **2I-3**. If the CoC did not change how it implemented its unsheltered PIT count, enter “Not Applicable” in this textbox.

# CoC Application: Part III CoC Performance and Strategic Planning Objectives

## 3A Continuum of Care (CoC) System Performance

3A-1. Performance Measures: Number of Persons Homeless – Point-In-Time Count.

3A-1a. Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

HUD will score CoCs based on the overall quantitative change in their PIT count numbers of both sheltered and unsheltered homeless persons, from 2014 to 2015. HUD will award maximum points to CoCs that demonstrate an overall reduction in the number of individuals and families who were homeless on the night of the count. In this chart, the Collaborative Applicant must enter the following:

1. Emergency Shelter Total, Safe Haven Total, and Transitional Housing Total for both the 2014 and 2015 sheltered PIT count.
2. The “Total Sheltered Count” will automatically calculate based on those entries.
3. Unsheltered PIT count total for both 2014 and 2015 in the final row of the chart.
4. The “Total PIT count of sheltered and unsheltered persons” row of the chart will automatically calculate the Total PIT Count of sheltered and unsheltered persons.

See [CoC Application FAQ](https://www.hudexchange.info/e-snaps/faqs/)s for detailed guidance on PIT Counts in instances of CoC mergers and splits.

In order to receive credit, Collaborative Applicants must enter numbers that exactly match what is entered in the HDX for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015. Applicants should pull their data directly from HDX, and not from other sources, because there may be slight variations due to data clean-up.

3A-1b. Performance Measures: Number of Sheltered Persons Homeless–HMIS. Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

In the table, the Collaborative Applicant must enter the following:

1. Field 1: Total number of unduplicated persons who were served in a shelter over the course of FY 2014 (October 1, 2013 to September 30, 2014), referencing the CoC’s HMIS; and
2. Numbers of persons served in each project type–Emergency Shelter, Safe Haven, and Transitional Housing–over the course of FY 2014. The total amount for these three project types may not (likely will not) be equal to the “Unduplicated total of sheltered homeless persons” but cannot add up to less than the unduplicated total.

3A-2. Performance Measure: First Time Homeless. Describe the CoC’s efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.

HUD will award maximum points to Collaborative Applicants that clearly describe how the CoC is working to reduce the number of individuals and families who become homeless for the first time by describing the following efforts:

1. **Identifying risk factors**. Describe the process by which the CoC identifies specific risk factors within the CoC’s geographic area that lead to people becoming homeless for the first time. Examples include fact-finding with general assistance providers to discover the situations of people on the brink of homelessness who are calling; fact-finding with mainstream service providers and institutions to discover who is being discharged to homelessness and why; and coordinating with prevention assistance providers to determine reasons why households need assistance.
2. **Working to reduce**. Describe concrete steps the CoC has taken to prevent individuals and families from becoming homeless for the first time. Examples include coordinating with prevention assistance as part of shelter intake or other coordinated entry process, or implementing a diversion and prevention assessment at access points to coordinated entry or projects.

3A-3. Performance Measures: Length of Time Homeless. Describe the CoC’s efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

HUD will award maximum points to Collaborative Applicants that describe how the CoC has reduced the length of time that individuals and families remain homeless in the CoC’s geographic area. To receive maximum points, the Collaborative Applicant must describe the following efforts, based on data from both CoC Program and ESG Program funded projects:

1. Describe specific efforts or tools used by the CoC to track and record the length of time that individuals and families have remained homeless; and
2. Describe the planning process to reduce the length of time individuals and families remain homeless, including specific strategies the CoC has implemented to identify and house individuals and families with the longest lengths of time homeless.

3A-4. Performance Measure: Successful Permanent Housing Placement or Retention. In the next two questions, CoCs must indicate the success of its projects in placing persons from CoC-Program funded projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations: In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

HUD will award maximum points to CoCs that demonstrate that 80 percent of persons who exit CoC Program-funded TH, SSO, and PH-RRH projects exit to a permanent housing destination. The performance measure’s universe remains the same as in past Competitions, so the performance measure’s universe is comprised only of CoC-Program funded TH, SSO, and PH-RRH projects.

**Note:** After HMIS vendors have programmed the system-level performance measures in HMIS, this measure’s universe will reflect Measure 7 of the system performance measures, details of which can be found on pages 19-20 of the “[*System Performance Measures Introductory Guide*](https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf).” **This reprogramming will not affect this year’s Competition.**

The Collaborative Applicant must use the CoC's HMIS data to complete the chart:

1. Enter the total number of persons in CoC-Program funded Supportive Services Only (SSO), Transitional Housing (TH), and Permanent Housing–Rapid Re-housing (PH-RRH) who exited the program during FY 2014 (October 1, 2013 to September 30, 2014).
   * An exit can include a person who exited from a CoC Program funded project but maintained the same unit of permanent housing, just without assistance.
2. Of the total exits, enter the number of persons who exited to permanent destinations.
   * See page 2 of the [*System Performance Measures Introductory Guide*](https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf) for a full listing of permanent destinations.
3. The third cell, “*Percentage of Successful Exits,”* will be calculated automatically based on the two entries above.

Enter “**0**” in both cells if the CoC’s HMIS did not record any persons who exited from CoC-Program funded Supportive Services Only (SSO), Transitional Housing (TH), and Permanent Housing–Rapid Re-housing (PH-RRH) during FY 2014 (October 1, 2013 to September 30, 2014).

3A-4b. Exit to or retention of permanent housing. In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2013 and September 31, 2014.

HUD will award maximum points to CoCs that demonstrate that 80 percent of people in CoC Program-funded permanent housing retain their current permanent housing or exit to other permanent housing. The performance measure’s universe remains the same as it has been in past Competitions, so the performance measure’s universe is comprised only of CoC-Program funded projects.

**Note:** After HMIS vendors have programmed the system-level performance measures in HMIS, this measure’s universe will reflect Measure 7 of the system performance measures, details of which can be found on pages 19-20 of the “[*System Performance Measures Introductory Guide*](https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf).” **This reprogramming will not affect this year’s Competition.**

Collaborative Applicants must use the CoC's HMIS data to complete this chart:

1. Enter the number of persons in all CoC-Program funded Permanent Housing (PH) projects (including PSH and OPH) during FY 2014 (October 1, 2013 to September 30, 2014). Exclude Permanent Housing-Rapid Re-housing (PH-RRH) from this universe, since it is captured in 3A-4a.
2. Of that total, enter the number of persons who remained in the PH project (this means they were still residing in a PH bed on the last day of the Fiscal Year) PLUS those who exited to a permanent housing destination during FY 2014.
3. The third cell, “*Percentage of Successful Retentions/Exits*,” will be calculated automatically based on the two entries above.

Enter “0” in both cells if the CoC’s HMIS did not record any persons in Permanent Housing (PH) projects (excluding PH-RRH) during FY 2014 (October 1, 2013 to September 30, 2014).

3A-5. Performance Measures: Returns to Homelessness: Describe the CoC’s efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe at least three strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.

The Collaborative Applicant must explain the extent to which individuals and families leaving homelessness experience additional spells of homelessness and specifically describe how the number of individuals and families who return to homelessness will be reduced in the community. HUD will award maximum points to Collaborative Applicants that describe the following:

* 1. Strategies the CoC has implemented to identify individuals and families who return to homelessness and minimize the number of additional returns to homeless; and
  2. How the CoC uses HMIS, or a comparable database, within the CoC to monitor and record returns to homelessness by program participants who exit rapid re-housing (PH-RRH), transitional housing (TH), and permanent supportive housing (PSH).

3A-6. Performance Measure: Job and Income Growth. Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy).

The Collaborative Application must explain the extent to which, in conjunction with homeless assistance providers, it has developed strategies to assist program participants in increasing their income as a means to ensure housing stability and decrease the potential of returning to homelessness, especially participants who are unable to work for various reasons, or need additional resources to supplement their income (e.g. food stamps).

HUD will award maximum points to Collaborative Applicants that describe all of the following and indicate the specific organizations within the CoC responsible for carrying out the strategy(s):

1. At least one specific strategy that the CoC has implemented over the last year to increase the rate by which homeless individuals and families obtain employment related income; and
2. At least one specific strategy to increase non-employment related income (i.e. cash benefits).

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.**

Mainstream employment organizations are valuable resources and can play an important role in increasing the incomes of homeless individuals and families.

HUD will award maximum points to Collaborative Applicants that identify all of the following:

1. The primary mainstream employment organization(s) with whom the CoC is working to grow income for homeless individuals and families;
2. The role of or specific steps conducted by the organization(s) in the efforts to aid homeless individuals and families to grow their income; and
3. Estimate the percentage of CoC funded SH, TH, and PH–including PH-RRH and PSH–projects whose participants are connected to these organizations regularly, meaning that the project has a clear relationship with one or more of the mainstream employment organizations identified in this response.

For example: If the CoC Program funds 5 TH projects, 1 SH project, and 4 PH projects, for a total of 10 CoC-Program funded projects, and 4 of those 10 projects have relationships with mainstream employment organizations, the CoC should indicate that 40 percent of its SH, TH, and PH projects are regularly connecting participants with employment services.

3A-7. Performance Measure: Thoroughness of Outreach. How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams?

The Collaborative Applicant must describe the coordination between street outreach teams and/or providers who conduct street outreach, with housing and homeless assistance providers in the CoC's geographic area. Description of this coordination should include the following:

1. The method(s) by which participating organizations identify and track persons who are unsheltered, and
2. Strategies employed to move those unsheltered persons into a sheltered or permanently housed situation.

If the CoC does not have any organizations or teams conducting street outreach, explain this in the response and describe the method(s) that the CoC uses to engage people living unsheltered.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)?

When conducting their unsheltered PIT count, CoCs may exclude geographic areas where the CoC has determined that there are no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts, mountain ranges, wetlands, etc.).

Select “Yes” if the CoC excluded any geographic areas.

3A-7b. What was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?

If the CoC answered “Yes” to question 3A-7a, the Collaborative Applicant must indicate how the CoC decided to exclude any geographic areas in its unsheltered count and how it determined there were no unsheltered homeless people in that area. HUD will award maximum points to Collaborative Applicants that explain the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC’s unsheltered PIT count.

## 3B Performance and Strategic Planning

# “*Stable Housing is the foundation upon which people build their lives – absent a safe, decent, affordable place to live, it is next to impossible to achieve good health, positive educational outcomes, or reach one’s economic potential” (*[*Opening Doors*](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)*, as amended in 2015, page 7).*

# In the Performance and Strategic Planning section of the FY 2015 CoC Application, CoCs must explain their plans for and progress towards reducing homelessness within its geographic area and decreasing the number of recurrences of homelessness. Section 427(b)(1) of McKinney Vento Act establishes how HUD evaluates CoCs on their performance and plans related to reducing homelessness. In addition, *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015)* presents the vision that “no one should experience homelessness–no one should be without a safe, stable place to call home” and sets researched and realistic goals for reducing and ending homelessness. CoCs should realize that “an end to homelessness does not mean that no one will ever experience a housing crisis again…An end to homelessness means that every community will have a systematic response in place that ensures homelessness is prevented whenever possible or is otherwise a rare, brief, and non-recurring experience.” (*Opening Doors*, as amended in 2015, page 10).

# This section of the CoC Application focuses on the national goals outlined in [*Opening Doors*](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf):

# Finishing the job of ending chronic homelessness in 2017

# Preventing and ending homelessness for families, youth and children in 2020

# Preventing and ending homelessness among Veterans in 2015

## 3B-Objective 1. Ending Chronic Homelessness

[*Opening Doors*](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf)establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal’s timeline has been extended to 2017. HUD is hopeful that communities participating in the *Zero: 2016* technical assistance initiative will remain on track to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to meet this goal.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

The Collaborative Applicant must complete the sheltered and unsheltered 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015 PIT Counts for the number of chronically homeless persons:

1. In the second row of the chart enter the number of “*Sheltered Count of chronically homeless persons*” for each year.
2. In the third row in the chart enter the number of “*Unsheltered Count of chronically homeless* *persons*” for each year.
3. The total PIT count of sheltered and unsheltered chronically homeless persons will be automatically calculated per year in the first row of the chart.
4. The difference between 2014 and 2015 will be automatically calculated and displayed in the last column of the chart.

In order to receive credit, Collaborative Applicants must enter numbers that exactly match what is entered in the HDX for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015. Applicants should pull their data directly from HDX, and not from other sources, because there may be slight variations due to data clean-up.

For instances of CoC mergers and splits, see [CoC Application FAQ](https://www.hudexchange.info/e-snaps/faqs/)s for guidance on PIT Counts.

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered Count, as reported in the PIT count in 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed.

Using the first row of the chart in question 3B-1.1, the Collaborative Applicant must clearly state if the total number of sheltered and unsheltered chronically homeless persons in the CoC reported in the PIT count decreased, increased, or remained the same. HUD will award maximum points to Collaborative Applicants that clearly describe the reasons for changes or lack of changes in the sheltered, unsheltered, and total PIT counts of chronically homeless persons from 2014 to 2015. Collaborative Applicants should include a description of any changes to PIT Count methodology, as well as other reasons that explain sheltered/unsheltered/both PIT Count changes or lack of change.

For instances of CoC mergers and splits, see [CoC Application FAQ](https://www.hudexchange.info/e-snaps/faqs/)s for guidance on PIT Counts.

3B-1.2. From the 2013/2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015. (Bring forward, read only)

The response to this question has been brought forward from the CoC’s FY 2013/FY 2014 CoC Application and cannot be altered.

* If the Collaborative Applicant did not select the “bring forward” option during Registration, then the Collaborative Applicant must review the CoC’s FY 2013/FY 2014 CoC Application response to question 3A-1.2 to be able to answer question 3B-1.2a in this application.
* If a CoC was created through a recent split, the Collaborative Applicant must review the response to question 3A-1.2 of FY 2013/FY 2014 CoC Application for the CoC from which the new CoC split.
* If the Collaborative Applicant is applying on behalf of a CoC that merged following the   
  FY 2013/FY 2014 CoC Program Competition, the CoC should consider the FY 2013/FY 2014 responses for all of the previous CoCs, even though the response provided may only show the  
  FY 2013/FY 2014 response for the surviving CoC.

3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished?

Referring to the language from the FY 2013/2014 response, as shown in question 3B-1.2 of this year’s application, the Collaborative Applicant should list each strategy and action from the CoC’s previous two-year plan to increase the number of permanent supportive housing beds available for chronically homeless persons.

HUD will award maximum points to Collaborative Applicants that do one of the following:

* + 1. Provide the date (month and year) that each of the strategies or actions were implemented, or
    2. Describe a different strategy that was implemented in its place.

If the response to this question lists a different strategy than what was proposed in the FY 2013/FY 2014 CoC Application, then the description should also include why the original strategy was not pursued. If the strategy or action has not yet been completed, the Collaborative Applicant should provide a status report (e.g., in progress, abandoned) for that strategy or action.

3B-1.3. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

In the chart, the Collaborative Applicant must enter the total number of Permanent Supportive Housing beds dedicated for use by chronically homeless persons as reported in the 2014 Housing Inventory Count (HIC) and the 2015 HIC. The difference between 2014 and 2015 will be automatically calculated in the third column.

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in the total number of PSH beds (CoC Program and non CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count.

The Collaborative Applicant must describe the reasons for any increase, decrease, or no change indicated in the chart in question 3B-1.3. This description should identify concrete reasons. Examples may include improved data quality, loss or gain of projects/beds, or changes in project policies.

3B-1.4. Did the CoC adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: *Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*?

The Collaborative Applicant should only Select “Yes” if the CoC has adopted the orders of priority listed under *“*[*Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*](https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf).” If the Collaborative Applicant selects “Yes,” to receive credit, it **must attach** the CoC’s written standards that reflect the incorporation of these orders of priority in how persons are selected for permanent supportive housing as attachment “*CoC Written Standards for Order of Priority.”*

3B-1.4a. If “Yes,” attach the CoC’s written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC’s update.

To receive credit for adopting the orders of priority listed under *“*[*Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status*](https://www.hudexchange.info/resources/documents/Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf)*”* the CoC's written standards must be attached and must clearly reflect the incorporation of the orders of priority listed in *Notice CPD-14-012*. The Collaborative Applicant must enter the page number of the CoC’s written standards on which the orders of priority can be found. If the Collaborative Applicant selected “No” in question 3B-1.4, then enter “Not Applicable” in the text box.

HUD will award 0 points for question 3B-1.4 if the CoC’s written standards are not attached or if the orders of priority are not clearly reflected in the written standards.

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year

To respond fully and accurately to this question, the Collaborative Applicant must aggregate data entered on Screen 4B, question 3d, of the project application for each of the CoC’s FY 2015 new and renewal project application submissions for PSH with non-dedicated CH beds.

HUD will award maximum points to Collaborative Applicants that demonstrate that 85 percent of CoC Program-funded PSH Project beds made available through turnover are prioritized for serving people experiencing chronic homelessness in the FY 2015 operating year.

HUD will use the information as entered in the project applications to determine the total percentage of non-dedicated PSH beds made available through turnover that will be prioritized for use by persons experiencing chronic homelessness in the FY 2015 operating year. If a CoC does not have any PSH projects, then the CoC must enter “0” in the relevant fields.

Collaborative Applicants should use the following guidelines to complete question 3B-1.5:

|  |  |
| --- | --- |
| **Percentage of CoC Program funded PSH beds prioritized for chronic homelessness** | **FY 2015 Project Application** |
| Based on **all** of the renewal project applications for PSH, enter the estimated **number** of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are **not** designated as dedicated beds for persons experience chronic homelessness. | Enter the total sum of beds in all FY 2015 renewal project applications for PSH entered for question **4B.3.b** of the project application. |
| Based on **all** of the renewal project applications for PSH, enter the estimated **number** of CoC-funded PSH beds in in projects being renewed in the FY 2015 CoC Program Competition that are **not** designated as dedicated beds for persons experience chronic homelessness **that will be made available through turnover** in the FY 2015 operating year. | Enter the total sum of beds in all FY 2015 renewal project applications for PSH entered for question **4B.3.c** of the project application. |
| Based on **all** of the renewal project applications for PSH, enter the estimated **number** of PSH beds made available through turnover that will be **prioritized** beds for persons experiencing chronic homelessness in the FY 2015 operating year. | Enter the total sum of beds in all FY 2015 renewal project applications for PSH entered for question **4B.3.d** of the project application. |
| This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year. | D = autocalculation (C/B)\*100 (should be a %) |

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? This question will not be scored.

HUD expects Collaborative Applicants to provide a straightforward “Yes/No” response of whether the community expects to meet the goal of ending chronic homelessness by 2017. Responses to this question will not be scored, but may be used for Technical Assistance purposes.

3B-1.6a. If “Yes,” what are the strategies implemented by the CoC to maximize current resources to meet this goal? If “No,” what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless by 2017?

Indicate the strategies that the CoC is using to maximize current resources to reach the goal of ending chronic homelessness by December 31, 2017, whether or not the CoC is on track to meet the goal. If the CoC is not on track to end homelessness by 2017, also indicate what resources or technical assistance would help the CoC to reach the goal. This response will assist HUD’s understanding of CoC efforts to meet the goal and barriers for CoCs. Responses will not be scored, but may be used for Technical Assistance.

If the CoC is part of a *Zero: 2016* community, then the Collaborative Applicant should respond to meeting the goal of ending chronic homelessness by 2016.

## 3B-Objective 2. Ending Homelessness among Households with Children and Ending Youth Homelessness

[*Opening Doors*](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf) outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY 2015 Operating year? (Check all that apply).

As part of ongoing development of CoC coordinated entry processes, CoCs are increasingly prioritizing assistance for households with children who are most vulnerable or have the highest needs, rather than prioritizing households who are "motivated" or possess other characteristics that may increase their odds for success (see [*Coordinated Entry Policy Brief*](https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf) for more information). Prioritization is part of the equation for eliminating barriers for households with children who are hardest to serve. Collaborative Applicants should select all the factors the CoC will use to prioritize households with children during the FY 2015 operating year. If the CoC uses factors other than those already listed, then the Collaborative Applicant must enter the other factor(s) in the blank textbox(s), select “Save,” and then check the box next to the addition.

3B-2.2. Describe the CoC's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter.

To effectively house every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter, CoCs should incorporate swift permanent housing strategies into the CoC’s coordinated entry process. In this swift rehousing, providers should not screen out families based on factors that do not have a bearing on future housing success (see question **4A-1** for examples of these screening out criteria), and should follow a housing first approach. HUD will award maximum points to Collaborative Applicants that specifically describe the following:

* Concrete steps that the CoC and providers within the CoC will take in the FY 2015 operating year to ensure that every family that becomes homeless will be rehoused within 30 days of becoming homeless, with a focus on how the CoC identifies families at assessment or intake and how those families are prioritized for RRH;
* How the CoC is using its coordinated entry process to rehouse families; and
* How the CoC and ESG jurisdiction are maximizing CoC funded and ESG funded Rapid Rehousing to meet this goal.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

The Collaborative Applicant must pull the data on households with children in the 2014 and 2015 HIC to accurately answer this question. In the chart provided, enter the number of RRH units that were available to serve families/households with children in 2014 and in 2015. The difference between 2014 and 2015 will be calculated automatically. Be sure to only input Rapid Re-housing (RRH) units listed in the HIC as available to serve families/households with children. Data on total RRH units is requested in question 4B-4.

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)

Maintaining family unity is important when homeless households with children under the age of 18 enter homeless shelters or housing. Involuntary separation of family members most commonly takes the form of separating male members of the household to admit female members of a family into a project. The CoC interim rule at 24 CFR 578.93(e) and 24 CFR 576.102(b) explicitly prohibit any kind of involuntary family separation and the denial of admission to selected family members, including that described above, based on age, sex or gender, in all CoC Program-funded projects and ESG-funded emergency shelters. HUD’s [*FAQ 1529*](https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included/) provides additional clarification of this requirement.

Collaborative Applicants must select all of the options in the checklist that apply to the CoC actions and policies taken to ensure that housing providers in the CoC do not deny admission to or separate family members from other members of their family based on age, sex, or gender when entering shelter or housing. If there are other methods that apply, then enter those in the textboxes provided, select “Save”, and then select the checkbox next to the textbox. Select “None” if the CoC does not prevent involuntary family separation.

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

In the second and third rows of the chart, the Collaborative Applicant must fill in the sheltered and unsheltered PIT Counts for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015 for the total number of homeless households with children.

The total PIT Count of sheltered and unsheltered homeless households with families will be automatically calculated in the first row of the chart, and the difference between 2014 and 2015 will be automatically calculated and displayed in the last column of the chart.

For instances of CoC mergers and splits, see [CoC Application FAQs](https://www.hudexchange.info/e-snaps/faqs/) for guidance on PIT Counts.

In order to receive credit, Collaborative Applicants must enter numbers that exactly match what is entered in the HDX for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015. Applicants should pull their data directly from HDX, and not from other sources, because there may be slight variations due to data clean-up.

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count.

Using the first row of the chart in question 3B-2.5, the Collaborative Applicant must clearly state if the total number of homeless households with children in the CoC reported in the PIT count decreased, increased, or remained the same. HUD will award maximum points to Collaborative Applicants that clearly describe the reasons for any change in the PIT Count of homeless households with children from 2014 to 2015. In the response, the Collaborative Applicant must include a description of any changes to PIT Count methodology, and other reasons that explain sheltered/unsheltered/both PIT Count changes or lack of change.

Note: This question asks for total number of households with children, which means that the total number of households should be included, not the total number of persons in households with children.

For instances of CoC mergers and splits, see [CoC Application FAQ](https://www.hudexchange.info/e-snaps/faqs/)s for guidance on PIT Counts.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and ages 18-24), including the following:

CoCs should have specific strategies that address the unique needs of homeless youth. The Collaborative Applicant should select “Yes” for each type of need for which the CoC has adopted a strategy to address.

The following are examples of strategies that CoCs have adopted to address these unique needs of homeless youth:

* Dedicated youth street outreach that identifies and reaches out to popular youth areas;
* Full participation and incorporation of dedicated youth homeless housing and service providers (including RHY) into the CoC and HMIS;
* Dedicated housing and services for youth are being developed;
* Active collaborations with mainstream providers (e.g. education, child welfare, juvenile justice, out of school time organizations, youth job training, public housing authorities, TANF, etc) for the prevention and early intervention of youth homelessness;
* Improved youth count methodology both during the annual Point-In-Time count and during independent counts; youth orientation added to the development and implementation of the CoC’s coordinated entry process;
* Homeless and/or formerly homeless youth on CoC wide planning committees;
* Cultural and linguistic competency training; and
* Innovative private partnerships with the philanthropic and researcher community focused on homeless youth.

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Trafficking and other forms of exploitation are unique and dangerous conditions that many homeless youth experience. Youth who are being trafficked are homeless, generally under Category 4, and are eligible for CoC Program funded projects. CoCs should be key leaders and partners in the efforts to reduce homeless youth trafficking and the negative impacts on the lives of homeless youth.

The Collaborative Applicant should select all strategies from the checklist that the CoC is currently undertaking or is committed to implementing for the FY 2015 operating year. If the CoC uses strategies other than those already listed, then enter the other strategy in the blank textboxes, select “Save,” and then check the box next to the addition. Select “N/A” if the CoC does not have strategies it is undertaking or that it has committed to implementing for the FY 2015 operating year.

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth (under age 18, and ages 18-24) for housing and services during the FY 2015 operating year? (Check all that apply)

As part of ongoing development of CoC coordinated entry processes, CoCs are increasingly prioritizing assistance for youth who are most vulnerable or have the highest needs, rather than prioritizing youth who are "motivated" or possess other characteristics that might increase their odds for success (see [*Coordinated Entry Policy Brief*](https://www.hudexchange.info/resources/documents/Coordinated-Entry-Policy-Brief.pdf) for more information). Prioritization is part of the equation for eliminating barriers for youth who are hardest to serve. For unaccompanied children and youth, including youth-headed households, Collaborative Applicants must select all the factors the CoC will use during the FY 2015 operating year to prioritize unaccompanied youth and children and youth-headed households with children. If the CoC uses factors other than those already listed, then enter the other factor(s) the blank textboxes, select “Save,” and then check the box next to the addition. Select “N/A” if the CoC will not use any prioritization factors when serving unaccompanied youth and children and youth-headed households with children during the FY 2015 operating year.

3B-2.8. Using HMIS, compare all unaccompanied youth (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012-September 30, 2013) and FY 2014 (October 1, 2013-September 30, 2014).

The Collaborative Applicant must draw data from the CoC's HMIS on all unaccompanied youth age 24 or younger (do not include minors in adult-headed households) served during FY 2013 and FY 2014 who reported living in an unsheltered situation as their *residence prior to entry* when entering a HMIS-reporting project. In the cells provided, the Collaborative Applicant must enter the number of youth that moved from an unsheltered situation into a sheltered or housed situation in both FY 2013 and FY 2014. The chart will then automatically calculate the difference between numbers served in each year in the third cell. To clarify, “unsheltered situations” include any settings not meant for human habitation, such as cars, parks, abandoned buildings, etc.

Note: Unaccompanied youth are defined as persons under age 25 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 is lower than FY 2013, explain why.

The Collaborative Applicant must describe the concrete reasons why fewer unsheltered youth were served in 2014 than in 2013. For example, fewer unsheltered youth might have been served because of a loss of youth-specific outreach teams, a loss of youth-specific projects, fewer youth living in unsheltered situations, or changes in policy focus for homeless youth.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

To complete this chart, the Collaborative Applicant must complete the following:

1. *Calendar Year 2015*: Enter the total amount of CoC Program funding that was available during Calendar Year 2015 for youth homelessness dedicated projects, including youth-specific CoC Project Applications submitted under the FY 2015 CoC Program Competition.
2. *Calendar Year 2015*: Enter the total amount of non-CoC Program funding for youth homelessness dedicated projects during Calendar Year 2015 in the corresponding field, including RHY and other Federal, state and local funding sources.
3. *Calendar Year 2016*: Enter the total projected amount of CoC Program funding for youth homelessness dedicated projects expected to be available for Calendar Year 2016.
4. *Calendar Year 2016*: Enter the total projected amount of non-CoC Program funding for youth homelessness dedicated projects expected to be available in Calendar Year 2016, including RHY and other Federal, state and local funding sources.
5. The top row will automatically calculate the overall funding for youth homelessness dedicated projects for Calendar Year 2015 and 2016 based on the Collaborative Applicant’s entries for CoC and non-CoC Program funding for CY 2015 and CY 2016.
6. The final column of this chart will automatically calculate the difference in funding between the two years.

The Collaborative Applicant should only consider projects dedicated to unaccompanied youth. If a project is dedicated to all families, including youth headed households with children, do not include that project in the funding total.

3B-2.10. To what extent have youth service and/or education representatives, and CoC representatives participated in each other's meetings over the past 12 months?

The McKinney Vento Act requires collaboration with local educational authorities for the coordinated and continued identification of eligible homeless individuals and persons eligible for educational services, and the coordinated effort in the provision of those services. HUD expects CoCs to have, at a minimum, an educational liaison that works directly with local educational authorities to meet those requirements and provide appropriate and sufficient educational services to eligible persons in their programs serving the homeless. One way that CoCs can demonstrate meeting this statutory requirement is attending and participating in meetings held by State and Local Educational Agencies (SEA and LEA respectively), and by having representatives from those bodies as well as those from other youth housing and service providers in the CoC’s geographic area attend and participate in CoC meetings and planning events. HUD expects that this form of cross participation will have occurred at least once in the past 12 months. The Collaborative applicant must complete the chart by indicating:

* Field 1: Enter the number of times that a LEA or SEA representative attended CoC meetings or planning events in the past 12 months.
* Field 2: Enter the number of LEA or SEA meetings or planning events were attended by CoC representatives or liaisons in the past 12 months.
* Field 3: Enter the number of CoC meetings or planning events attended by youth housing and service providers located in the CoC’s geographic area.

3B-2.10a. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local education liaisons and State educational coordinators.

In question 3B-2.10, Collaborative Applicants indicated the frequency of participation in meetings by CoC representatives, LEA and SEA representatives, and local youth housing and service providers. For 3B-2.10a, Collaborative Applicants should provide specific, qualitative descriptions of the nature of the cross organization collaboration. HUD will award maximum points to Collaborative Applicants who describe

1. The type and extent of involvement of local or state education authorities in the CoC planning process (see examples below); and
2. The extent to which recipients of CoC Program and ESG funding recipients have a joint process in place with school administrators to identify families who might be experiencing or be at risk of homelessness.

Examples of involvement could include the following:

* CoC and school district liaison(s) work together to develop safeguards to protect homeless students from discrimination based on homelessness;
* CoC includes local education stakeholders on a committee or subcommittee to address homelessness among families and unaccompanied youth;
* Local school district liaison(s) is included in the CoC’s strategic planning activities;
* The Head Start Director is included in the CoC’s strategic planning activities; or
* The CoC has an MOU in place with a Head Start program.

3B-2.11. How does the CoC make sure that homeless participants are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenile justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs.

Per the requirements established under the McKinney-Vento Act, it is important that the CoC collaborates with local education authorities to identify individuals and families that become homeless, and that they have policies and procedures in place to determine if participants are eligible for educational services and then provides access to those educational services.

It is also important that the CoC work with all of its **ESG- and CoC-funded** housing and service providers to ensure that they are aware of the educational requirements set forth by the Act; that they actively attempt to identify individuals and families who become homeless and are eligible for educational services in their programs; and that they ensure the educational needs of eligible persons are met in their programs. This includes demonstrating that the CoC has established policies that require homeless providers (funded by both the CoC and ESG programs) to ensure all children are enrolled in early childhood programs or in school and connected to appropriate services in the community.

HUD will award maximum points to Collaborative Applicants that clearly describe all of the following:

1. How the **CoC** works with **ESG- and CoC-funded** housing and service providers and other youth and educational partners to identify homeless youth eligible for educational services;
2. How the **CoC** works with **ESG- and CoC-funded** housing and services providers to inform eligible program participants of their eligibility to receive educational services;
3. The policies that the CoC currently has in place to help project participants to access educational services, which includes a description of how **ESG- and CoC**-funded homeless service providers ensure that all children are enrolled in school or in early childhood education programs, as appropriate.

Examples of CoC policies that might be in place include:

* + CoC requires all providers to inform families and unaccompanied youth of their educational rights;
  + CoC requires all providers to collaborate with the local school district liaison(s) as a matter of policy and when a new child or youth enters the program; and
  + CoC provides material to families and unaccompanied youth regarding their rights.

The narrative must describe the specific policies that are in place **and** how the CoC ensures that all homeless service providers are complying with the requirements of the Act.

## 3B-Objective 3. Ending Veteran Homelessness

Opening Doors outlines the goal of ending Veteran homelessness by 2015. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

In the second and third rows of the chart, the Collaborative Applicant must fill in the sheltered and unsheltered PIT Counts for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015 for the total number of homeless Veterans. The total PIT Count of sheltered and unsheltered homeless Veterans for each year will be automatically calculated in the first row of the chart, and the difference between 2014 and 2015 will be automatically calculated and displayed in the last column of the chart.

For instances of CoC mergers and splits, see [CoC Application FAQ](https://www.hudexchange.info/e-snaps/faqs/)s for guidance on PIT Counts.

In order to receive credit, Collaborative Applicants must enter numbers that exactly match what is entered in the HDX for 2014 (or 2013 if an unsheltered count was not conducted in 2014) and 2015. Applicants should pull their data directly from HDX, and not from other sources, because there may be slight variations due to data clean-up.

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless Veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count.

Using the first row of the chart in question 3B-3.1, the Collaborative Applicant must clearly state if the total number of homeless Veterans in the CoC reported in the PIT count decreased, increased or stayed the same. HUD will award maximum points to Collaborative Applicants that clearly describe the reasons for change in the PIT Count of homeless Veterans from 2014 (or 2013 unsheltered) to 2015. In the response, include the description of any changes to PIT Count methodology, and other reasons that explain sheltered, unsheltered, and total PIT Count changes or lack of change.

For instances of CoC mergers and splits, see [CoC Application FAQs](https://www.hudexchange.info/e-snaps/faqs/) for guidance on PIT Counts.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e., HUD-VASH and SSVF?

Success in ending Veteran homelessness is dependent on ensuring that Veterans are quickly identified, assessed, referred, and assisted by either Veteran-specific resources like HUD-VASH and SSVF, or, when ineligible for these resources, that they are assisted by CoC Program-funded resources. To receive credit, Collaborative Applicants must describe all of the following:

1. Whether and how outreach teams identify Veterans;
2. Whether and how Veterans are assessed to determine their eligibility for VA services (this could include referring to VA Medical Centers (VAMC) for eligibility determinations or other methods); and
3. Concrete steps in the process that non-VA funded organizations use to engage with VA funded organizations or the local VAMC to refer Veterans to the most appropriate VA funded resource.

HUD will award maximum points to Collaborative Applicants that specify in all three of their responses the extent to which these actions are conducted by CoC Program-funded organizations, the local VA Medical Center, VA-funded organizations, or organizations funded by other sources (and identify the funding source.)

3B-3.3. For Veterans who are not eligible for homeless assistance through the U.S. Department of Veteran Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population?

Success in ending Veteran homelessness is dependent on ensuring that Veterans are quickly identified, assessed, referred and assisted by either Veteran-specific resources like HUD-VASH and SSVF, or, when ineligible for these resources, that they are assisted by CoC Program-funded resources. HUD will award maximum points to Collaborative Applicants that clearly describe the following:

1. At the point when a Veteran is determined to be ineligible for VA services, the process by which that Veteran is referred to CoC Program-funded resources; and
2. The extent to which projects within the CoC have prioritized turnover beds and RRH for Veterans ineligible for VA services. This response must be specific in describing the extent of the prioritization (e.g. of the X number of projects, Y have prioritized turnover beds).

3B-3.4. Compare the total number of homeless Veterans in the CoC AND the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2015 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

Efforts to end Veteran homelessness are generally measured against when [*Opening Doors*](http://usich.gov/resources/uploads/asset_library/USICH_OpeningDoors_Amendment2015_FINAL.pdf) was first published. In response to 3B-3.4, the Collaborative Applicant must report the CoC’s progress since 2010 on ending Veteran homelessness by entering the following:

* + 1. In the first row of the chart, the Collaborative Applicant must fill in the total of sheltered and unsheltered Veteran homelessness PIT counts from 2010 (or 2009 if an unsheltered count was not conducted in 2010) and 2015.
    2. The difference between 2010 (or 2009) and 2015 will be automatically calculated and displayed in the last column of the chart.
    3. In the second row of the chart, the Collaborative Applicant must fill in only the unsheltered Veteran homelessness PIT Counts from 2010 (or 2009) and 2015.
    4. The difference between 2010 (or 2009) and 2015 will be automatically calculated and displayed in the last column of the chart.

For instances of CoC mergers and splits, see [CoC Application FAQs](https://www.hudexchange.info/e-snaps/faqs/) for guidance on PIT Counts.

In order to receive credit, Collaborative Applicants must enter numbers that exactly match what is entered in the HDX for 2010 (or 2009 if an unsheltered count was not conducted in 2010) and 2015. Applicants should pull their data directly from HDX, and not from other sources, because there may be slight variations due to data clean-up.

3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015. This question will not be scored.

Using the criteria outlined in the [*Mayor's Challenge to End Veteran Homelessness*](http://usich.gov/resources/uploads/asset_library/Mayors-Challenge-Criteria-and-Definition.pdf), the Collaborative Applicant should provide a straightforward “Y/N” response to whether the community expects to meet the goal of ending Veteran homelessness by the end of 2015. Responses to this question will not be scored, but may be used for Technical Assistance purposes.

3B-3.6. If “Yes,” what are the strategies being used to maximize your current resources to meet this goal? If “No,” what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2015?

Indicate the strategies that the CoC is using to maximize current resources to reach the goal of ending Veteran homelessness by the end of 2015, whether or not the CoC is on track to meet the goal. The applicant's response should describe any major barriers that still exist to ending Veteran homelessness. This response will assist HUD’s understanding of CoC efforts to meet the goal and barriers for CoCs. Responses will not be scored, but may be used for Technical Assistance.

# CoC Application: Part IV Cross-Cutting Policies

## 4A. Accessing Mainstream Benefits

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients?

The Collaborative Applicant should select “Yes” if the CoC systematically provides their CoC-funded provider staff with information about mainstream resources, including up-to-date resources on eligibility and mainstream program changes that can affect homeless project participants. Mainstream programs may include, but are not limited to Medicaid, Medicare, Section 8 housing vouchers, WIC, and SNAP benefits. “Systematic” means that the CoC reviews mainstream programs for changes on a regularly scheduled basis (e.g. quarterly or annually), and that the CoC communicates information about these programs, including any changes, to all projects within the CoC, thereby ensuring that the information is conveyed to all project staff in a uniform and complete manner. For example, the CoC might use written training materials, flyers, listserv messages, or live trainings.

The Collaborative Applicant should select “No” if the CoC does not systematically provide information or training opportunities as described above.

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

The Collaborative Applicant must determine how many projects applying for new and renewal funding through the FY 2015 CoC Program Competition have demonstrated that the project is assisting project participants to obtain mainstream benefits. To do this, the Collaborative Applicant must look at the mainstream benefit questions on **Screen 4A** of each new and renewal project application.

To include a project as successfully assisting project participants to obtain mainstream benefits, the **project must meet the following criteria**:

* For **new** project applications, “Yes” responses to all five questions: **5a, 5b, 5c, 6, and 6a**;
* For **renewal** project applications, “Yes” responses to all five questions: **3a, 3b, 3c, 4, and 4a**.

HUD will award maximum points to Collaborative Applicants where at least 75 percent of the project applications submitted in the FY 2015 CoC Program Competition have selected “Yes” for ALL five of the mainstream benefit project application questions on Screen 4A: 3a, 3b, 3c, 4, and 4a for renewal projects, and questions on Screen 4A: 5a, 5b, 5c, 6, and 6a for new project applications.

4A-3. List the healthcare organizations the CoC collaborates with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants. (limit 1000 characters)

The Affordable Care Act facilitated the creation of health care exchanges, and extended the option of health insurance to all. CoCs should be promoting, facilitating, or otherwise engaging in outreach activities to promote enrollment of project participants (clients) in available healthcare options, including, when eligible, Medicaid and Medicare. CoCs are encouraged to partner with relevant healthcare organizations to facilitate health insurance enrollment for program participants in their CoC-funded programs.

HUD will award maximum points to Collaborative Applicants that describe the following:

1. Whether the CoC is in a Medicaid expansion State (because the State’s decision affects what is available to project participants);
2. A listing of the healthcare organizations with whom the CoC has been collaborating to facilitate health insurance enrollment of project participants (clients); and
3. At least one positive outcome that has resulted from one of the partnerships with a healthcare organization.

4A-4. What are the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available?

Obtaining health insurance is an essential first step in obtaining healthcare, but CoC-funded providers also should play a role in helping project participants (clients) access and **utilize** their healthcare benefits. The Collaborative Applicant must select all that apply from the list provided of the ways that the CoC ensures that project participants (clients) are able to effectively access and utilize the healthcare benefits available to them. If the CoC uses actions other than those already listed, then indicate the other ways that the CoC assists participants (clients) to access and utilize available healthcare benefits in the blank textboxes, select “Save,” and then check the box next to the addition. If the Collaborative Applicant selects “None” or “Not Applicable,” no other options can be selected.

## 4B. Additional Policies

4B-1. Based on the CoC's FY 2015 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH) and SSO (non-Coordinated Entry) projects in the CoC are low barrier? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

Many recipients of CoC Program and ESG Program funds place more stringent requirements for entry into a program than what HUD requires and this can create barriers for those homeless persons who already have the most barriers and who would be considered the hardest-to-serve. As we continue to shift toward a paradigm of ending homelessness, it is increasingly important that CoC Program-funded projects eliminate barriers to serving people experiencing homelessness.

HUD will award maximum points to CoCs where at least 75 percent of the permanent housing (RRH and PSH), transitional housing (TH), and non-Coordinated Entry Supportive Services Only (SSO) project applications submitted in the FY 2015 CoC Program Competition have indicated that the project operates as a low barrier project according to the criteria in the Project Application. HUD will require any project that is identified as a low barrier project at application, and is subsequently awarded FY 2015 CoC Program funds, to operate as a low barrier project.

For the purposes of this competition, HUD defines "low barrier" to mean a project whose policies and procedures do not result in potential clients being screened out based on clients possessing ANY of the four "barriers" listed:

1. Having low or no income;
2. Current or past substance abuse;
3. Having a criminal record (with exception for state-mandated restrictions); and
4. History of having been or currently a victim of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).

HUD considers a project to be “low barrier” only if policies and procedures do not screen out for ANY of the four characteristics listed above. For example, if a project admits potential clients with zero income but screens out potential clients who actively use substances, that project is not low barrier. As another example, if a project admits potential clients who have zero income and criminal records, but screens out based on a history of substance use, that project is not low barrier.

To respond to 4B-1, the Collaborative Applicant must review **Screen 3B** of all of the new and renewal project applications, specifically referencing Question **5b** for new project applications and Question **4b** for renewal project applications.

To determine the percentage of new and renewal PH (PSH and RRH), TH and non-Coordinated Entry SSO projects that are low barrier, the Collaborative Applicant must complete the following:

* Field 1: Enter the total number of new and renewal PH (PSH and RRH), TH, and non-Coordinated Entry SSO project applications submitted in the FY 2015 competition.
* Field 2: Using the results of Screen 3B of the renewal and new project applications, enter the total number of new and renewal PH (PSH and RRH), TH, and non-Coordinated Entry SSO projects in the FY 2015 competition that selected all four of the first four options (having low or no income; current or past substance abuse; having a criminal record; and history of having been or currently a victim of domestic violence) of Question 5b for new project applications and Question 4b for renewal project applications. Again, if a project application selected less than four of the options, that project is not considered low barrier.
* Field 3: The percentage of PH (PSH and RRH), TH and non-Coordinated Entry projects considered “low barrier” will be automatically calculated.

Note: If a single project includes multiple housing sites with different policies, HUD only considers the project low barrier if all the project’s sites have policies and procedures that do not screen out for ANY of the four characteristics listed above.

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

*Housing First* is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. See the [*Housing First Policy Brief*](https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf)for further description of Housing First. Research has shown that permanent supportive housing models that use a Housing First approach are highly effective for ending homelessness, particularly for people experiencing chronic homelessness who have higher service needs.

HUD will award maximum points to CoCs where at least 75 percent of the permanent housing (RRH and PSH), transitional housing (TH), and non-Coordinated Entry Supportive Services Only (SSO) project applications submitted in the FY 2015 CoC Program Competition have committed to use of the Housing First approach according to the criteria in the Project Application. Any projects application(s) that are identified as using a Housing First approach at application, and are subsequently awarded FY 2015 CoC Program funds, will be required to operate as a Housing First project.

To respond to 4B-1, the Collaborative Applicant must review **Screen 3B** of all of the new and renewal project applications, specifically referencing Question **5** for new project applications and Question **4** for renewal project applications.

To determine the percentage of new and renewal PH (PSH and RRH), TH and non-Coordinated Entry SSO projects that are committed to use of the Housing First approach, the Collaborative Applicant must complete the following:

1. Field 1: Enter the total number of new and renewal PH (PSH and RRH), TH, and non-Coordinated Entry SSO project applications submitted in the FY 2015 competition.
2. Field 2: Enter the total number of FY 2015 new and renewal project applications that are PH (PSH and RRH), TH and non-Coordinated Entry projects that were identified as using a Housing First approach, as indicated on Screen 3B of the project applications, question 5 for new project applications and question 4 for renewal project applications.
3. Field 3: The percentage of PH (PSH and RRH), TH and non-Coordinated Entry projects that use a Housing First approach will be automatically calculated.

Note: Applicants may not count a project as using Housing First if the project requires that program participants receive services as a criterion for participation in the project or requires any sort of pre-screening or temporary housing to "get the client ready" for PSH.

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC’s geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to persons that are least likely to request housing or services in the absence of special outreach?

The Collaborative Applicant should select all listed methods that represent efforts by the CoC to ensure awareness of and access to housing and supportive services within the CoC, in particular for persons that are least likely to request housing or services in the absence of special outreach. This includes households with barriers related to language, transportation, cognitive impairment, physical disabilities, access to phone/internet, and other barriers that the CoC identifies as significant issues in the community. If the Collaborative Applicant has other methods that are not listed, provide an explanation in the textbox, select “Save”, and then select the addition. If “Not Applicable” is selected, then no other option can be selected.

4B-4. Compare the number of RRH units available to serve any population from the 2014 and 2015 HIC.

Using the numbers reported in the 2014 and 2015 HIC, Collaborative Applicants should enter the total number of rapid re-housing units available to serve any population. These numbers should include all RRH units, regardless of funding source. HUD will award maximum points to Collaborative Applicants that demonstrate an increase in the number of rapid re-housing units in the CoC’s geographic area, as reported in HDX, from 2014 to 2015.

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?

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

The Collaborative Applicant must indicate if there are any new reallocated or bonus project applications being requested in FY 2015 that are requesting more than $200,000 or more in funding for housing rehabilitation or new construction by selecting “Yes” or “No.”

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons 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?

If the Collaborative Applicant selected “Yes” to **4B-5**, then projects must 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 receive credit for this question, the Collaborative Applicant must explain how the project(s) will ensure that employment, training and other economic opportunities will be directed to low or very low income persons. In addition, the Collaborative Applicant must identify if the project(s) will complete the following activities:

* Establish a preference policy for hiring low and very low income persons residing in the service area;
* Advertise at social service agencies;
* Advertise at Employment/Training/Community centers, local newspapers;
* Notify area Youth Build programs of job opportunities; and
* Establish a preference policy for Section 3 for competitive contracts that are greater than $100,000.

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes?

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

The Collaborative Applicants should select “Yes” if the CoC intends to request up to 10 percent of its funds to use for this purpose. The Collaborative Applicants should select “No” if the CoC does not intend to request up to 10 percent of its funds to use for this purpose.

4B-7a. If "Yes" in Question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. In addition, CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.

If the Collaborative Applicant selected “Yes” for question **4B-7**, to be considered to serve this population the Collaborative Applicant must provide a narrative that describes the following:

1. Justification that serving this population is of equal or greater priority than serving the homeless as defined under paragraphs (1), (2), and (4) of the definition of homelessness in 24 CFR 578.3;
2. Demonstration that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted by the Collaborative Applicant in Section 3B of this application, especially with respect to children and unaccompanied youth;
3. Thorough description of how the CoC will meet its goals and outcomes established for one of the following measures; and
   1. Preventing homelessness among the subset of such families with children and youth who meet the criteria of paragraph (3) of the definition of homeless; or
   2. Achieving independent living in permanent housing among such families with children and youth, especially those who have a history of doubled-up and other temporary housing situations or are living in a temporary housing situation due to lack of available and appropriate emergency shelter, through the provision of eligible assistance that directly contributes to achieving such results including assistance to address chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, or multiple barriers to employment.
4. Description of how the CoC will ensure that no more than 10 percent of its total funding will be used to serve this population.

The Collaborative Applicant also must attach the following:

1. The applicable portion of the Consolidated Plan that lists the population as a priority as attachment *“Applicable Sections of the Consolidated Plan Supporting Serving Persons Defined as Homeless Under Other Federal Statutes*,” and
2. A list that identifies the specific project(s) that will use its funding for this purpose (up to 10 percent of CoC total award), as attachment “*Project List to Serve Persons Defined as Homeless Under Other Federal Statutes”* that includes the following details:
   1. Project name(s); and
   2. Amount of funding in the project or per project that will be used for this purpose.

If HUD denies a CoC’s request, HUD will prohibit any awards for the projects proposed to be used to serve this population. See 24 CFR 578.89 for more information about this limitation.

4B-8. Has the project been affected by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2015 CoC Program Competition?

The Collaborative Applicant must select “Yes” if one or more projects within the CoCs geographic area has been affected by a major disaster, as declared under Title IV of the Robert T. Stafford Act, in the   
12 months prior to the opening of the FY 2015 CoC Program Competition.

The Collaborative Applicant must select “No” if this does not apply.

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.

If the Collaborative Applicant selected “Yes” for question **4B-8**, the Collaborative Applicant must:

1. Provide a detailed description of the actual impact the natural disaster had on specific projects within the CoC and how it affected the CoCs ability to address homelessness (e.g., forced a project to close, affected CoCs ability to provide reporting to HUD, etc.); and
2. Notify HUD in writing **prior to the close of the application deadline**, to Norm Suchar, Director, Office of Special Needs Assistance Programs, at [CoCDisaster@hud.gov](mailto:CoCDisaster@hud.gov).

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD in the past two years (since the submission of the FY 2012 application)? This response does not affect the scoring of this application.

Collaborative Applicants should select “Yes” if the CoC or any of its CoC program recipients or subrecipients requested technical assistance from HUD since the submission of the FY 2012 application.

Collaborative Applicants should select “No” if the CoC or any of its CoC program recipients or subrecipients did not request technical assistance from HUD since the submission of the FY 2012 application.

The response will not affect the scoring of the application.

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested. This response does not affect the scoring of this application.

If the Collaborative Applicant selected “Yes” to question 4B-9, then indicate they subject matter most closely related to the type of technical assistance that was requested by any or all of the CoC program recipients, subrecipients or the CoC. Check all that apply. If a subject matter type requested is not listed, enter a description in the textbox, select “Save,” and then select the addition.

If the Collaborative Applicant selected “No” to question 4B-9, then ONLY select “Not Applicable” from the checklist.

4B-9b. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value. This response does not affect the scoring of this application.

If the Collaborative Applicant indicated that Technical Assistance was received in the past two years, then in the chart provided, complete the following:

1. Describe the type of TA received in each row of the first column using the subject matter list provided in question 4B-9;
2. Indicate the date each type of TA was received; and
3. Rate the value of each Technical Assistance opportunity received; where a selection of “5” indicates the highest value and a selection of “1” indicates no value.

HUD will not score this question but will only use the information for Technical Assistance purposes.