

VERMONT BALANCE OF STATE CONTINUUM OF CARE

Request for Proposals

2026 CoC NOFO New and Renewal Projects

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Background

The Vermont Balance of State Continuum of Care (VT BoS) is requesting proposal(s) from qualified applicants for new project applications, and more limited information from renewal projects, for the 2026 Continuum of Care (CoC) Program Competition. VT BoS seeks projects that can make effective use of the allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds. HUD will ultimately select the projects to be funded, and inclusion in VT BoS's Collaborative Application does not guarantee HUD funding. VT BoS encourages applicants with experience in serving people experiencing homelessness and who have not previously received CoC funds to apply. Interested agencies must respond to this issuance on or before the deadline to be considered for new CoC funding.

CoC Priorities

VT BoS is committed to securing as much federal funding as it can in this NOFO cycle.

Understanding that HUD priorities have dramatically shifted from past years, and recognizing the risk of large funding losses in this year's NOFO cycle, VT BoS will be prioritizing projects that meet the following characteristics:

1. Use their Local Housing Coalition's (LHC) Coordinated Entry data to demonstrate the relative need for the project and the population it aims to serve (see [HHAV website for your local CE report](#))
2. Demonstrate that the project aligns with one or more of [HUD's stated priorities](#), with emphasis on how the proposed project's design will meet one or more of HUD's objectives
3. Partner with other organizations within the state to strengthen the proposed project. Some examples of what that might look like (not an exhaustive or required list):
 - a. MOUs with organizations who will offer a specific service that meets one or more of [HUD's stated priorities](#)
 - b. MOUs with organizations who commit in writing to accepting referrals from the project applicant
 - c. Organizations playing a substantial role in one or more aspects of the project are named as subrecipients, with shared Administrative funding between prime and sub.
4. Demonstrate leveraged dollars and other formal partnerships in excess of the 25% required match. This leverage could come from Medicaid billable services, voucher or unit commitments, in-kind service offerings, or other methods.

Available Funding

The following table is preliminary and based on HHAV's records. HHAV is awaiting HUD's final report on the official renewal amount, as well as Tier 1, DV Bonus and CoC Bonus. HHAV will reissue the NOFO with updated numbers as soon as HUD releases their funding report.

FUNDING TYPE FOR FY26 (based on FY24 awards)	AMOUNT
VT BoS Estimated Annual Renewal Demand	\$8,152,146
Estimated Tier 1 - 60% of VT BoS Annual Renewal Demand	\$4,891,287
Estimated CoC Bonus (Greater of either 15% of ARD or \$500,000)	\$1,222,822
Estimated DV Bonus (20% of ARD)	\$1,630,429
Estimated amount that could be made available for new funding per HUD's priority to "rebalance" CoC portfolios away from PH	Up to \$2,023,066
Total Estimated Available Funding for NEW projects	Up to \$4,876,318

Eligible Applicants

- Nonprofit organizations having a 501(c)(3) status with the IRS, other than institutions of higher education. This includes faith-based organizations.
- State, county, local, and special district government
- Instrumentalities of state and local governments
- Indian Tribes and TDHE [as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)]
- Public housing authorities
- For-profit entities are **ineligible** to apply for grants and are prohibited from being subrecipients of CoC Program grant funds
- Individuals are **ineligible** applicants
- **Solo Applicants.** Eligible project applicants that attempted to participate in the CoC planning process in the geographic area in which they operate, that believe they were denied the right to participate in a reasonable manner, may submit a solo project application to HUD by following the procedure found in 24 CFR 578.35.

Participant Eligibility Clarifications

- **Selection of participants.** Must be consistent with the CoC's coordinated entry process.
- **Youth.** Youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 or section 103(b) – *Domestic violence, dating violence, sexual assault, stalking, and other dangerous, traumatic, or life-threatening conditions relating to such violence* – of the McKinney-Vento Homeless Assistance Act as a condition for receiving services funded under this NOFO.

- **Youth.** Any youth-serving provider funded under this NOFO may serve unaccompanied youth aged 24 and under or families headed by youth aged 24 and under who are living in unsafe situations.
- **PH : TH.** Historically, PSH residents have been ineligible for TH. [Per recent HUD guidance](#), however, participants living in CoC-funded PSH or RRH projects that are being reallocated or transitioned to TH through the FFY2026 CoC Competition are eligible to be served in a new TH project. They will need to qualify as Category 2, meaning their subsidy is ending and they have no subsequent residence identified. The TH provider must document that the household meets the applicable HUD homelessness criteria at intake.
- **Expanded Eligibility for PSH.** PSH projects that are not dedicated to chronically homeless households or designated as DedicatedPLUS may serve people with disabilities who meet Category 2 of the homeless definition, in addition to Categories 1 and 4. See p.28 of the [NOFO](#) for more explanation.

Eligible Components under this NOFO

Components that will be funded through this CoC Program Competition:

- Renewal components (PSH, RRH, TH, SSO, SSO-SO, SSO-CE, HMIS)
- New Transitional Housing (TH)
- New Supportive Services Only (SSO), including:
 - Standalone SSO
 - SSO-Street Outreach (SSO-SO)
 - SSO-Coordinated Entry (SSO-CE)
- HMIS Expansion
- DV Bonus:
 - New TH
 - New RRH
 - New SSO-CE

Additionally:

- HUD will allow renewal applications for Joint TH-RRH projects (see section III.G.4). No new Joint TH-RRH project applications will be allowed.
- CoCs may reallocate funding from any eligible renewal grant.

Possible Performance Periods

- | | |
|------------|------------|
| ● 12-month | ● 42-month |
| ● 18-month | ● 48-month |
| ● 24-month | ● 60-month |
| ● 36-month | |

Project Eligibility Threshold

- Demonstrate financial and management capacity and experience to administer federal funds and carry out the project detailed in the application
- Agree to participate in a local HMIS. Victim service providers must use a comparable database that meets the needs of the local HMIS.
- Submit required certifications below:
 - Applicant will not engage in illegal racial discrimination
 - Applicant will not operate drug injection sites or “safe consumption sites” in violation of 21 U.S.C. 856(a)(1), knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 U.S.C. 863. *NOTE: This certification is not a requirement that program participants must be sober in order to receive assistance, participate in treatment in order to receive assistance, or be evicted or exited from assistance for a first-time violation of a drug-related program policy or lease requirement.*
- HUD will verify past performance and evaluate the eligibility of an application to ensure it can adequately manage federal awards and comply with all applicable federal laws.
- HUD will not penalize applicants for complying with the terms and conditions of prior HUD grants.
- See page 61 of the [FY26 CoC NOFO](#) for more description of renewal thresholds and page 62 for new project thresholds.

Timeline

- **June 17** VT BoS Releases 2026 New Project RFP and Renewal instructions
- **June 18 + 24** VT BoS hosts RFP information sessions
- **June 26** VT BoS circulates responses to Q&A in information sessions
- **July 15** Deadline to submit New and Renewal projects
- **July 20-24** Applicants respond to additional questions from the Scoring Committee
- **August 7** All applicants notified of project acceptance, reduction or rejection
- **August 26** Final applications due in esnaps

HUD FY26 NOFO Policy Priorities

Below is a listing of priorities pulled directly from the NOFO:

- Promote self-sufficiency, increase employment income over government assistance, and promote treatment and recovery

- Utilize the full array of mainstream programs and local and private resources to provide housing and healthcare needed to maintain safe and stable housing
- This NOFO devotes resources to Transitional Housing programs and Supportive Service Only projects with the goal of improving health and long-term economic independence for individuals and families experiencing homelessness.
- Many individuals and families that have these certain disabilities, such as impairment due to substance abuse, are able to recover and regain self-sufficiency and deserve every opportunity to receive treatment and services to help them do so.
- CoCs should partner with workforce development centers, employers, childcare, and other supportive service providers to increase employment and employment income for program participants.
- CoCs should prioritize projects that help lead to long-term economic independence for individuals and families to exit homelessness to unsubsidized housing and prevent future returns to homelessness.
- HUD is competing 40% of Annual Renewal Demand on the basis of merit between geographic areas. Competition ensures that CoCs consistently evaluate the effectiveness of their projects and invest in new projects that deliver the best results at reducing homelessness and optimizing self-sufficiency. The historic lack of competition has meant that the same projects are awarded every year regardless of their impact on homelessness.
- CoCs should direct resources towards outreach, intervention, and assistance that helps people move out of unsheltered homelessness and regain self-sufficiency.
- HUD intends to focus increasingly on reductions in unsheltered homelessness and movement through Transitional Housing and out of Permanent Housing to self-sufficiency.
- CoCs should work with law enforcement, first responders, and their state and local governments to reduce encampments, public camping, and public drug use in order to address barriers to maintaining housing and increasing self-sufficiency.
- This NOFO prioritizes new Permanent Housing that has robust services with participation requirements.
- Individuals who are likely to never be able to return to the workforce—over 62 years old, physically disabled, developmentally disabled—should be prioritized for Permanent Supportive Housing.
- CoCs should encourage providers to provide trauma informed care and ensure participant safety in programs, especially for youth and survivors of domestic violence, dating violence, sexual assault, and stalking.
- Women experiencing homelessness or domestic violence should have access to safe, single-sex spaces and other considerations for personal privacy (24 CFR 578.93(b)).

- To the fullest extent permitted by law, HUD will ensure that faith-based organizations can participate in the CoC program and operate consistent with their sincerely held religious beliefs, recognizing all relevant protections provided by subsection c of HUD's Equal Participation Rule, 24 CFR § 5.109, the Religious Freedom Restoration Act, and the First Amendment.
- HUD is committed to promoting equal access to CoC programs for homeless individuals and program participants regardless of their race or other protected status.

Other Important NOFO Information

HUD has made the following decisions for FY26 funding:

1. Funding may be reallocated from any renewal grant provided the project to be reallocated has an executed contract with an expiration in 2027. HUD has increased its emphasis on financial stewardship and performance, as well as applicant capacity to administer federal funds.
2. Supplemental NOFO projects are eligible for renewal and must be ranked.
3. HUD expanded risk review may exclude renewal applicants if they are found to not meet HUD's standards. HUD may consider public sources like news reports, Inspector General findings, Government Accountability Office reports, and complaints with a reasonable basis.
4. Eligible CoC Activities:
 - VAWA Costs: Facilitating and coordinating activities to ensure compliance with the emergency transfer plan requirement and monitoring compliance with confidentiality protections
 - Rural Costs: activities that address barriers to transitioning families in rural areas to permanent housing and activities to increase capacity to address unique housing challenges in rural areas
 - Allowable rural cost include:
 - Short term emergency lodging including motels and shelters, directly or through vouchers
 - Repairs to units where homeless individuals and families will be housed
 - Staff training, professional development, skill development, and staff retention activities
 - List of [rural area geocodes](#) as defined in NOFO

DV Bonus

\$1,630,429 is the total amount available for new DV projects. Eligible project types include TH

and RRH. There is no limit to the number of TH projects and RRH projects CoCs may apply for, provided each application is for at least \$50,000. A project applicant may also apply to expand an existing renewal project, including one that was previously awarded with DV Bonus funding.

CoC Bonus

CoC Bonus. \$1,222,822 is available for new CoC projects under CoC Bonus.

Transition Grants

Existing renewal grants that cannot be renewed in this competition can apply for funding as a ‘transitional grant’ and – if awarded – will have the FY26 program year to fully ‘transition’ to the new program component. That means that the recipient would begin the program year as the old project type and transition it to the new project type, versus a New reallocation project that would need to wrap up the old project type at the end of FY24 program year and start anew for FY26 program year. The other benefit of a transition grant is that it would begin on the same date that the old grant ends. For other new projects, it will begin on the date that HUD signs the award, creating more complex and burdensome grant management demands for the recipient.

Transition Grant restrictions:

- **YHDP** Renewal grants are not eligible to use the transition grant process. YHDP Renewal grants must submit a YHDP Replacement application to change component types.
- The grant must be 100% transitioned. If your organization wants to transition only a portion of a grant, you must submit a voluntary reallocation.

If you currently operate a CoC funded Permanent Housing project – PSH, RRH, or TH-RRH – consider whether your organization is open to applying for a transitional grant and, if so, indicate your desire to submit a transition grant in your response to this RFP.

Transition grants will be ranked according to their score on renewal evaluation criteria and following VT BoS’s ranking policy, which will be established and published on or before July 15.

Expansion Grants

Expansion refers to the process used by eligible renewal project applicants to add funds to an existing CoC Renewal, DV Renewal or YHDP Renewal project to expand its current operations either through reallocation, DV Bonus or a CoC Bonus project application. The new funding being added to the existing renewal must be submitted as a new project in e-snaps. This portion of the project is known as a new expansion project. HUD will allow project applicants to apply for new expansion projects to expand existing projects to increase the number of units, persons served, services provided to existing program participants, or to add additional activities to HMIS and SSO-CE projects.

Project Reallocation Strategy

Due to HUD set-aside funding for new TH and SSO projects, as well as Tier 1 funding set at 60% of Annual Renewal Demand, the CoC will be **involuntarily reallocating** renewal projects – in whole or in part – that do not score well enough to be in Tier 1. It will be highly unlikely that any renewal projects in Tier 2 will be funded, given the 32% national set-aside for new TH and SSO projects. During the Scoring & Ranking process, the Scoring & Ranking Committee will make decisions about which renewal projects will be reallocated, including renewal projects that have expressed interest in submitting a transition grant application, if the project falls under the renewal evaluation threshold outlined in [VT BoS's reallocation policy](#).

There are three scenarios to consider related to voluntarily reallocating a renewal project:

- If a renewal project wishes to voluntarily reallocate ALL of a project AND wishes to submit a new project application, the applicant should submit a Transition Grant. This submission may still be subject to involuntary reallocation if it scores under 60% or is unable to submit to HUD's required certifications.
- If a renewal project wishes to voluntarily reallocate PART of a project AND wishes to submit a new project application, the applicant should submit a Renewal project application, with reallocated amount indicated, as well as a New project.
- If a renewal project wishes to voluntarily reallocate all of a project and DOES NOT wish to submit a new project application, the applicant should indicate only that they are submitting a voluntary reallocation and nothing more is needed to process the full reallocation.

YHDP Information

- HUD will competitively award all YHDP projects, including renewal and replacement YHDP projects. CoCs seeking to reallocate YHDP projects may only reallocate to other youth projects. See section II.B.3.h. of the [NOFO](#) for additional information.
- While YHDP projects can use the replacement process to consolidate projects as outlined in section II.B.3.h these projects cannot consolidate with non-YHDP projects. YHDP Renewal projects may apply to expand its current project through the YHDP Replacement process. They may also submit a YHDP Replacement application to change from one program component to another eligible component.
- HUD will not reject YHDP project applications for not meeting threshold requirements; however, HUD may require YHDP grant recipients to correct or revise information submitted after the final award announcement, prior to executing the grant agreement. HUD will not select YHDP project applications that fail to score high enough according to the Tier 2 scoring process.

- CoC Bonus, CoC Reallocation, DV Bonus, or DV Reallocation funding cannot be used to expand a YHDP renewal project.
- Rental Assistance may be administered by nonprofit providers, Tribes, and TDHEs, in addition to the organizations listed in 24 CFR 578.51(b).
- More YHDP details can be found on pp. 14-16 of the [NOFO](#).

Submission Instructions and Deadline

Project Submission Deadline

- July 15 at 5:00pm ET
- Use the following link to submit: [NEW FORM](#)
- Use the following link to submit: [RENEWAL FORM](#)
- See [Appendix A](#) for Renewal threshold and performance factors
- See [Appendix B](#) for New Project evaluation criteria

Renewals Information

- Renewal project applications must be submitted by the same recipient that signed the executed grant agreement for the grant being renewed, or entity that became the recipient through a grant agreement transfer amendment. To be eligible as a renewal project, the application must (1) be for the same amount of funding before any adjustments described in this NOFO (e.g. FMR adjustments), or the amount reduced due to reallocation; (2) be for the same program component; and (3) in the case of DV Renewal projects and YHDP Renewal projects, must continue to serve the same subpopulation.
- Subject to HUD approval and the terms of the NOFO, the following requests may be included in a renewal application:
 - CoC renewal project applications (including DV Renewal projects and projects originally funded under the Special NOFO) may include non-significant changes including shifting up to 10 percent of funds from one approved eligible activity to another.
 - YHDP Renewal project applications from any round may include non-significant changes including adding select Special YHDP Activities in section IV.B.2 and shifting up to 10 percent of funds from one approved eligible activity to another.
 - Renewal applications that include requests to shift more than 10 percent of funds from one approved eligible activity to another and other significant changes as defined at 24 CFR 578.105 will not be considered during the CoC Program Competition by HUD, except as provided in Section IV.B.3 of this NOFO. If an application includes a budget shift that exceeds 10 percent, HUD will correct

the project budget to reflect the previously awarded budget amounts. Applicants seeking to make significant changes to their grant, such as shifting more than 10 percent of funds from an approved eligible activity, should contact their Field Office and request a grant agreement amendment.

If proposing budget changes as part of the renewal application, submit a revised budget. If submitting with an indirect cost rate, download and [use this budget form](#). If not using indirect costs, download and [use this form](#).

Award Notifications and Appeal Process

Any recommendations by the Scoring and Ranking Committee that are formalized through a VT BoS CoC Board vote are subject to appeal by project applicants. Applicants with projects that are rejected for funding or subject to budget reduction may appeal the decision by submitting an appeal in writing to mshimko@hhav.org within 48 hours of receiving the notification of rejection or reduction. Appeals will be considered by unconflicted members of the VT BoS CoC Board of Directors. The decision of the Board is final.

Any applicant whose project is rejected by the VT BoS CoC may appeal the decision by submitting a Solo Application in e-snaps directly to HUD prior to the Solo Applicant deadline of August 26 at 8:00PM ET.

Additional Resources

- The VT BoS CoC website: [VT BoS CoC Funding Webpage](#). Resources specific to FY2026 Competition will be added to this page as they become available.
- [Budget Line-Item Eligible Costs](#): This HUD CoC virtual binder shows what is eligible under each of the eligible supportive service costs (case management, education services, outreach, etc.)
- HUD's definitions of homelessness [At a Glance Criteria and Recordkeeping Requirements for Definition of Homeless \(hudexchange.info\)](#)
- Continuum of Care Program Interim Rule: <https://www.ecfr.gov/current/title-24/part-578>
- [Match Requirements](#): This HUD CoC virtual binder describes match requirements.
- [Navigating esnaps](#): Access esnaps guides, including getting started and navigating.

Appendix A: Renewal Threshold and Performance Factors

PART A Threshold		
<i>All Renewal projects must pass threshold, including HMIS and SSO-Coordinated Entry</i>		
Project applicant does not have outstanding delinquent federal debt <i>(all projects)</i>	YES	NO
Project applicant is not debarred; suspended; proposed for debarment, or voluntarily excluded from doing business with the federal government <i>(all projects)</i>	YES	NO
Project applicant has no outstanding HUD monitoring findings <i>(all projects)</i>	YES	NO
Project applicant agrees to require service participation as a condition of its CoC funded program and attaches documentation of its service participation requirements <i>(HMIS and SSOs not subject to this threshold)</i>	YES	NO
If project serves family or youth, applicant certifies that they have a written agreement or indicate capacity to have one by August 26, 2026, with educational supports and services for children ages 0-5, such as Public Pre-K, Head Start, Child Care (including Child Care and Development Fund), or home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV) <i>(family and youth projects)</i>	YES	NO
Project applicant certifies that it will not engage in illegal discrimination including illegal racial preferences. <i>(all projects)</i>	YES	NO
The project applicant will not operate drug injection sites or "safe consumption sites" in violation of 21 U.S.C. 856(a)(1), knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 U.S.C. 863. This is consistent with the objectives outlined in Section III.B above and is consistent with the requirements of 2 CFR 200.300(a). <i>(all projects)</i>	YES	NO
Applicant uploads screenshots or other evidence of at least quarterly eloccs drawdowns for their most recent completed grant year. <i>(all projects)</i>	YES	NO
If any Answers are No - then FAIL	PASS	FAIL

PART B Performance Factors		
1. Project spent down what percentage of its CoC grant (eloccs last complete grant cycle)	All Project Types	20 = 85%+ 15 = 75 - 84% 10 = 65 - 75% 5 = 55 - 64% 0 = <55%
2. Project unit utilization (most recent APR)	PSH TH	10 = 85%+ 5 = 75 - 85% 0 = < 75%
3. Project served what percentage of the number of households it proposed to serve (most recent APR vs corresponding application)	PSH, RRH, TH, SSO, SSO-SO	10 = 90%+ 5 = 70-89% 0 = <70%
4. What percentage of households served by the project exited to a permanent destination (most recent APR)	RRH TH SSO	10 = 80%+ 7 = 60-79% 2 = 45-59% 0 = <45%
5. What percentage of adults served by the project had gained earned income at exit or annual assessment (most recent APR)	PSH RRH TH	10 = 20%+ 7 = 12-19% 2 = 5-11% 0 = <5%
6. What percentage of households served by the project increased enrollment in non-cash benefits (Medicare, Medicaid, SSI, SNAP) at exit or annual assessment (most recent APR)	PSH RRH TH SSO-SO	10 = 20%+ 7 = 15 - 19% 2 = 10 - 14% 0 = <10%
7. What percentage of enrolled households retained their housing or exited to PH during the project performance period (most recent APR)	PSH	10 = 95%+ 7 = 90 - 94% 2 = 85 - 89% 0 = <85%
8. What percentage of households exited the project to a homeless destination (most recent APR)	PSH RRH TH SSO	10 = <5% 7 = 5-10% 2 = 11-15% 0 = 16%+
9. What percentage of households exited the project to an unknown destination (most recent APR)	PSH, RRH, TH, SSO, SSO-SO	10 = <5% 7 = 5 - 10% 2 = 11 - 15% 0 = 16%+
Total Available Points for PSH	90	Score = Total points / Available points
Total Available Points for RRH	80	
Total Available Points for HMIS and SSO-CE	20	
Total Available Points for SSO-SO	50	
Total Available Points for TH	90	
Total Available Points for SSO	60	

Appendix B: New Project Evaluation Criteria

Threshold Review

- a. Project type applying for: SSO, SSO-SO, SSO-CE, HMIS, TH, RRH, HMIS
- b. Funding type applying for: Reallocation/CoC Bonus, DV Bonus
- c. Population served: Category 1, 2, or 4
- d. Project applicant type: Government, Nonprofit, Institute of Higher Education, Tribal Government, or Public Housing Authority
- e. Indicate if the application is a Transition Grant, and if so, the original project name and number that will be transitioning to this new project.
- f. Indicate that the project will participate in Coordinated Entry and enter data into HMIS. If a Victim Service Provider, will participate in Coordinated Entry and enter data into a comparable database for survivors of domestic violence
- g. Certify that the agency has no outstanding delinquent federal debts; no debarments and/or suspensions from doing business with the federal government
- h. Affirm that projects serving families or young people either have a written agreement in place or indicate the capacity to have one in place by January 14, 2026, with educational supports and services for children ages 0-5, such as Public Pre-K, Head Start, Child Care (including Child Care and Development Fund), or home visiting (including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)
- i. Certify that the project will not engage in illegal discrimination including illegal racial preferences
- j. Certify that the project will not operate drug injection sites or "safe consumption sites" in violation of 21 U.S.C. 856(a)(1), knowingly permit the use or distribution of illicit drugs on property under their control in violation of 21 U.S.C. 856(a)(2), or knowingly distribute drug paraphernalia in violation of 21 U.S.C. 863. This is consistent with the objectives outlined in Section III.B above and is consistent with the requirements of 2 CFR 200.300(a).

Merit Review

The chart below indicates which rating criteria apply to which project types.

	Organizational Experience & Capacity	Budget, Match & Leverage	Target Population & Geography	Partnerships for Success	Plan for Permanent Housing	Program Design
HMIS expansion	N	Y	N	N	N	N

SSO	Y	Y	Y	Y	Y	Y
Street Outreach	Y	Y	Y	Y	N	Y
Coordinated Entry	Y	Y	N	Y	N	N
PSH	Y	Y	Y	Y	Y	Y
RRH	Y	Y	Y	Y	Y	Y
TH	Y	Y	Y	Y	Y	Y

Organizational Experience and Capacity (20)

1. Organization's history and experience providing services to the target population(s) you propose to serve. Include specifics like past or current grants serving this population and other concrete evidence of experience with target pop.
2. Organization's experience with providing this type of housing and/or service model. Include specifics about lessons learned in housing and/or service provision.
3. 2-3 examples of your organization's experience managing federal, state, or local grants of similar size and scope. Prioritize federal or state grants in the selected examples.
Include attachments, e.g., screenshots, that indicate the grant spenddown amount and total grant amount for the last complete grant year for **each grant offered as an example. Both spenddown and award need to be reflected so that the Rating & Ranking Committee can determine grant spenddown percentage.
4. Describe your organization's financial management systems, policies and processes that ensure accountability and compliance. Include a description of financial management staff capacity and position turnover/vacancy over the past 3 years.

Budget, Match and Additional Leverage (Bonus Points Available)

1. Detailed annual budget covering all Budget Line Items using the standard budget template for direct or indirect costs.
2. Sources and amounts of leverage – provide documentation of all leverage, both cash and in-kind.
 1. The budget is required to match 25% of the grant, with emphasis on housing or healthcare leverage.
 2. Each source and amount of leverage must be accompanied by a letter from the partnering entity
 3. **Leverage above and beyond the 25% required match will receive bonus points**

Target Population and Geography (10)

1. Describe the target population and geographic area that will be served.
2. Provide evidence that the target population represents a significant need within the geography. Evidence can be either of the following:
 1. **Size of need:** Target population experiencing homelessness / Total population experiencing homelessness (cite Coordinated Entry monthly or annual reports as evidence); OR
 2. **Acuity or persistence of need:** Describe persistent and/or severe barriers that the target population faces in gaining and maintaining permanent housing.

Partnerships and Services (20)

Describe and document all formal partnerships with other agencies that support the primary applicant to meet one or more of the following priorities. It is **NOT** expected that a project would have partnerships that meet most/all of the priorities below. Rather, the partnerships that are documented should explicitly tie to the program design and overall project objectives.

- a. Provision of onsite substance use treatment services
- b. Provision of offsite substance use treatment services
- c. Connection to inpatient substance use treatment beds
- d. Provision of behavioral health services (onsite or offsite)
- e. Connection to education, job training, and employment services
- f. Provision of housing search and navigation services
- g. Provision of housing tenancy support services
- h. Connection to mainstream resources such as Medicare, Medicaid, SNAP, SSI, and state or local General Assistance
- i. Connection to faith communities and other community support structures (mentoring, volunteering, etc)
- j. Provision of economic self-sufficiency and financial empowerment services
- k. Connection to higher levels of care
- l. Connection to medical care
- m. Connection to childcare

Plan for Permanent Housing (20)

- a. Describe how participants will be supported to obtain permanent housing. Be specific about concrete activities and timeline for housing-related efforts.
 - i. Applicants who designate specific housing navigation staffing (may be partial FTEs) will be prioritized

- ii. Applicants who can demonstrate results from current or past CoC or non-CoC funded housing navigation efforts will be prioritized (e.g., HOP or other program funds that have been used successfully).
- b. Describe how participants will be supported to maintain permanent housing. Be specific about the level and quality of supports, including how often participants are engaged.
- c. If the project is designed to connect participants with higher levels of care, indicate where/by whom the higher levels of care are provided and the concrete plan to connect participants.
 - i. Applicants who can demonstrate existing partnerships with providers of higher levels of care AND commitments from those providers to accept referrals will be prioritized

Program Design (30)

- a. How many households will be served at any point in time?
- b. Describe whether and how you will require service participation for program participants.
- c. If PSH, RRH, or TH: What is the unit or facility configuration? Scattered site, single site, private dwelling, congregate dwelling, etc
 - 1. If single site, indicate who owns the site and the applicant's relationship to the site (leasing, renting, etc)
- d. If serving households with minor children or youth, describe the concrete plan for providing childcare at the times and frequency needed to support adults to gain or maintain employment
- e. If serving households with a range of disabilities, describe the constellation of services and service partners that meet the spectrum of needs.
- f. If serving households with heads of household age 18+ and do not have disabilities that prevent employment, describe the concrete plan for supporting those adults to seek education, training, certification, and employment.
- g. If partnering with other organizations, list those organizations and indicate whether they will serve as subrecipients or contractors.

Project Type-Specific Priorities to include in Program Design

New PSH projects will be prioritized based on stated willingness and ability to do the following:

- a. Commit to regular in-home visits for at least the first six months post-move-in, with a plan for ongoing tenancy support
- b. Apply for CoC service dollars to augment matched services or demonstrate significant (50%+) leveraged services
- c. Work directly with landlords to mitigate tenancy risks and concerns

New RRH projects will be prioritized based on stated willingness and ability to do the following:

- a. Demonstrate funding (CoC or leverage) specifically for housing navigation services
- b. Commit to at least monthly meetings with each participant to plan for ongoing housing stability following RRH exit at or before 24 months
- c. Have written standards addressing how they will determine how long a particular project participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time
- d. Have written standards addressing how they will determine what percentage, or amount, of rent and utilities costs each project participant must pay, if any, while receiving rapid re-housing assistance
- e. Types of services and assistance offered ensure participants are able to be self-sufficient and exit homelessness, with emphasis on employment income increases.

New TH projects will be prioritized based on stated willingness and ability to do the following:

- a. Demonstrate funding (CoC-funded or leveraged) specifically for housing navigation services
- b. Commit to the creation and use of housing plans with each participant that begin no later than 30 days from program enrollment
- c. Demonstrate the capacity and plan to provide individualized services that will result in at least **20 hours per week** of engagement in services, activities or employment for all program participants, except for a program participant over age 62 **or** who is an individual with handicaps or with a developmental disability. Each participant will have a services plan with goals around health and wellness, housing stability, and increased employment income. *NOTE: This standard applies to YHDP projects as well.* See [Appendix C](#) and [Appendix D](#) for more guidance on how to meet this criterion.

New Street Outreach projects will be prioritized based on stated willingness and ability to do the following:

- a. Closely partner with Parks department(s), police department(s), or other first responders to coordinate outreach activities, including but not limited to co-locating Street Outreach staff with partner agency(s)
- b. Connect unsheltered persons to Coordinated Entry and temporary shelter

- c. Assist unsheltered persons to access mainstream resources, e.g., Medicare, Medicaid, SNAP, SSI (if describing referrals-based access, provide evidence that the organizations/agencies receiving referrals will accept them in a timely fashion)
- d. Assist unsheltered persons to establish a reliable mailing address where they can receive benefits and other correspondence

New Supportive Service Only Standalone will be prioritized based on stated willingness and ability to do the following:

- a. Note that SSO projects may serve households up to six months post-move-in if the household met the definition of homelessness – Categories 1, 2 or 4 – prior to move-in.
- b. Address barriers to obtaining or maintaining housing (SUD, unemployment, childcare) and increasing self-sufficiency and will conduct annual assessments of service needs
- c. Have a strategy to engage people who have historically not engaged with services

Appendix C: Strategies to Offer 20 Hours of Individualized Services

HUD now expects transitional housing programs to offer **20 hours per participant of tailored supportive services**. In addition to standard case management and therapy (already provided), programs can meet this requirement by drawing on community resources, volunteers, and partnerships. The ideas below are organized by service type and are broadly applicable to diverse populations (youth, veterans, domestic violence survivors, etc.), supporting both treatment/recovery goals and progress toward employment and income.

Employment and Income Support

- **Job Readiness Workshops:** Host regular career prep sessions covering résumé writing, interviewing, and networking, led by volunteer career coaches or local job center staff. For example, Goodwill career centers help job seekers build résumés, practice interviews, and learn workplace expectations at no cost. Such partnerships provide expert guidance without adding staffing costs.
- **Vocational Training Partnerships:** Connect participants to free or low-cost job training programs in the community. Many local nonprofits (e.g., Goodwill Industries) offer training in high-demand fields like healthcare, IT, retail, and more. Referring residents to these existing programs leverages in-kind resources to build marketable skills.
- **Volunteer Mentor and Internship Opportunities:** Partner with area businesses and volunteers to create mentorships, internships, or job-shadowing. For instance, companies can offer short-term entry-level positions or host mock interview days for participants. Professionals may even volunteer to speak about their industry or offer tips, providing valuable insight and motivation at no cost.
- **Specialized Veteran/Youth Employment Programs:** Tap into external programs tailored to subpopulations. For veteran residents, collaborate with VA employment initiatives like Compensated Work Therapy or Goodwill's veteran hiring programs to provide paid transitional work experience. For youth, utilize workforce development programs or summer youth employment initiatives. These external programs can fulfill service hours while directly increasing participants' income and job skills.

Education and Training

- **Adult Education (GED/High School Equivalency):** Facilitate enrollment in free adult education classes for those without a diploma. Local adult learning centers or libraries often offer **GED prep and literacy classes at no charge**. Volunteer tutors can supplement class time by working one-on-one with participants on reading, math, or test-taking skills.

- **Digital Literacy and Computer Skills:** Leverage public libraries or tech-focused volunteers to run basic computer training. Teaching participants to use email, prepare online job applications, or practice typing can often be done in library computer labs or with donated equipment. Volunteers can assist clients in using computers for job hunting and résumé writing, ensuring everyone gains essential digital skills for the modern workforce.
- **Continuing Education and Certifications:** Help participants access free or low-cost courses that build vocational skills. This could include enrolling in community college workforce programs (many offer tuition waivers or scholarships), accessing online learning platforms (some libraries provide free LinkedIn Learning/Coursera access), or attending free workshops in the community. These educational services can be tailored to individual goals (e.g. a young parent learning a trade, or a DV survivor taking an ESL class) at minimal cost by utilizing existing educational resources.
- **Tutoring and Academic Mentoring:** Use volunteers (including college students or retired teachers) to provide tutoring for those pursuing further education. This might involve a weekly homework help night or mentorship for youth working on high school or college courses. Such academic support, provided in-kind, helps participants improve qualifications and confidence, contributing to better employment prospects long-term.

Life Skills Development

- **Financial Literacy Workshops:** Offer budgeting and money-management classes using volunteer experts or partner agencies. Local banks or financial counselors might lead free sessions on budgeting, credit repair, saving, and taxes. For example, volunteers through community organizations can provide **financial literacy support** and basic budgeting help to residents. These skills empower participants (including youth with no prior budgeting experience or survivors rebuilding finances) to manage income effectively.
- **Healthy Cooking and Nutrition Classes:** Organize life-skills classes on meal planning, grocery shopping on a budget, and cooking simple, healthy meals. Many communities have nutrition education programs (like **Cooking Matters**, often run by food banks or cooperative extension) that teach low-income families to cook affordable, nutritious meals. Volunteers (e.g. dietetic students or chefs) can lead weekly cooking nights in the housing facility's kitchen, using donated food supplies, to improve nutrition and self-sufficiency.
- **Parenting and Household Management:** Collaborate with family services or experienced volunteers to run parenting courses and home management workshops. These sessions could cover positive parenting techniques, child development, coping with family stress

(crucial for young parents or DV survivors), as well as practical skills like time management, home cleaning, and basic repairs. **Volunteer-led life skills classes** – for example, classes on parenting or daily living skills – can be scheduled regularly. Such classes require minimal funds (curricula are often available free, and community experts can be invited to teach).

- **Tenancy and Housing Readiness:** Include workshops on being a good tenant and maintaining housing stability. Local housing nonprofits or case managers can teach about tenant rights, communicating with landlords, budgeting for rent and utilities, and home safety. These life-skill sessions prepare residents for successful independent living and can often be supported by volunteers or partner agencies (sometimes landlords or real estate professionals volunteer to share their tips). All materials can be donated or sourced from HUD-approved curricula, keeping costs minimal.

Health and Wellness

- **Health Education and Clinics:** Leverage partnerships with community health providers to address physical and mental wellness. Local clinics, health departments, or nursing school volunteers can offer on-site workshops on topics like nutrition, sexual health, managing diabetes, or coping with stress. Periodic **free health clinics or screenings** (for blood pressure, HIV testing, etc.) could be arranged through public health outreach programs. These services support treatment goals (e.g. managing chronic illness or prenatal care for young mothers) without adding cost, since many nonprofits are eager to reach at-risk populations.
- **Exercise and Fitness Activities:** Provide regular opportunities for physical activity to improve mood and health. This can be as simple as daily group walks or stretching sessions led by staff, but also consider volunteer-led exercise classes. Community volunteers have successfully taught shelter residents **activities like yoga, light aerobics, or even dance classes** to encourage fitness. For example, a volunteer yoga instructor or a local YMCAs donating a few gym passes each week can help participants establish healthy routines at no cost.
- **Substance Abuse Recovery Support:** Strengthen recovery by hosting peer-led sobriety supports on-site. Schedule free 12-step meetings (AA, NA) at the transitional housing in partnership with local recovery groups, so participants can easily attend as part of their service hours. You can also invite volunteers in recovery (or partner with a peer recovery coach program) to lead relapse prevention groups or be on-call as **sponsors for participants with addiction**. These supports, which rely on peer volunteers and existing recovery networks, directly further treatment goals and require little or no funding.

- **Therapeutic and Recreational Activities:** Introduce low-cost therapeutic outlets that promote mental wellness and stress relief. Many transitional programs enlist creative volunteers to lead activities like art therapy, music circles, gardening, or meditation groups. For instance, volunteers at a NYC program lead art and creative writing workshops with clients in recovery. Similarly, a volunteer could start a community garden at the facility (as both a calming activity and source of fresh food), or local college students might run a mindfulness meditation group. These wellness services can often be run with donated supplies and talent, greatly enriching participants' quality of life and emotional health.

Peer Support and Mentoring

- **One-on-One Mentorship:** Establish a volunteer mentorship program to pair participants with a supportive adult or **program alum**. Mentors can meet weekly with their mentee to set goals, practice new skills, and provide encouragement^[15]. Such relationships are powerful for all populations – e.g. a veteran matched with a fellow veteran mentor, or a young person with a stable adult role model. The time mentors give (often an hour a week) counts toward service hours and is completely free. Screening and training volunteer mentors (perhaps through a partner like Big Brothers Big Sisters or a faith community) ensures accountability and a good fit.
- **Peer Support Groups:** Organize regular peer-led group meetings where residents support each other in a safe space. For example, **weekly house meetings** can be a forum for participants to share wins and challenges, building mutual support. In sober living environments, structured house meetings and group activities have proven critical for long-term recovery. You might have specialized support circles as well – a trauma support group for domestic violence survivors facilitated by a volunteer from a DV agency, or a veterans support group run in collaboration with a local VFW chapter. These groups cost nothing (aside from perhaps coffee and chairs) but foster a sense of community and belonging.
- **Alumni Engagement:** Leverage the experience of former clients who have successfully transitioned out. Invite alumni to return as guest speakers or co-facilitators for workshops on how they maintained housing or stayed sober. Some programs even form an **alumni peer leader group** – past graduates helping to lead activities and mentor current residents. Alumni can often connect especially well with current participants (they “get it”) and typically volunteer their time out of gratitude, providing an inspiring, no-cost resource.

Social and Community Integration Events: Coordinate low-cost group outings and social events that encourage peer bonding and life skills practice. Volunteers or community

groups can help organize potluck dinners, game nights, or trips to free community events (like job fairs, public concerts, or museum free days). Such activities double as **opportunities for peer networking and support** outside of formal classes. For instance, a church or civic volunteer group might host a monthly dinner at the housing site, giving residents a chance to socialize and practice interpersonal skills in a family-style setting. These events require little funding (often food and space are donated) and enrich the service hours with meaningful relationship-building.

Each of these service ideas uses **existing community resources or volunteer efforts to keep costs low**. By mixing and matching activities from categories like employment, education, life skills, wellness, and peer support, a transitional housing program can easily fill 40 hours a month of individualized services. This holistic approach not only satisfies HUD's requirement but also equips residents with the practical skills, support networks, and confidence they need to achieve self-sufficiency – truly fulfilling the mission of transitional housing.

Appendix D: Sample of Weekly Service Offerings

Sample Weekly Service Offerings (20 hours)				
Day	Time	Activity	Hours	Service Type
Monday	9:00–10:00 AM	Case Management Session (Individualized goals)	1	Case Management
	10:15–11:15 AM	Job Readiness Workshop – led by Goodwill volunteer	1	Employment Support
	1:00–2:00 PM	Digital Literacy Class at Library	1	Education/Tech Skills
	3:00–4:00 PM	Walking Group with Peer Leader	1	Wellness/Fitness
	5:00–6:00 PM	Online Course: Customer Service Skills (Coursera/Library)	1	Education/Employment
Tuesday	9:00–10:00 AM	Financial Literacy – taught by bank volunteer	1	Life Skills
	11:00–12:00 PM	GED Prep Class at Adult Ed Center	1	Education
	4:00–5:00 PM	Peer Support Group	1	Peer Support
	6:00–7:00 PM	Evening Peer Mentorship Check-In	1	Peer Support
Wednesday	11:00–12:00 PM	Vocational Skills Training	1	Employment Support
	5:00–6:00 PM	Online Certification: Food Handler Safety (Free Program)	1	Education/Employment
Thursday	9:00–10:00 AM	Parenting Skills Workshop	1	Life Skills
	11:00–12:00 PM	Health & Wellness Class	1	Health Ed
	2:00–3:00 PM	Gardening Activity (volunteer-led)	1	Therapeutic Rec
	3:30–4:30 PM	Tenancy Skills Class	1	Life Skills/Housing Readiness

	5:00–6:00 PM	Evening Group Life Skills Activity (e.g. Home Cleaning Demo)	1	Life Skills
Friday	9:00–10:00 AM	Internship at Local Thrift Store	1	Employment Support
	11:00–12:00 PM	AA/Recovery Group – peer-led	1	Treatment Support
	2:00–3:00 PM	Meditation or Yoga Class	1	Wellness
	5:00–6:00 PM	Evening Support Group: Trauma-Informed Peer Circle	1	Treatment/Peer Support

Appendix E: Sample #1 Service Participation Agreement

This Service Agreement is a draft sample resource. Programs should customize content to align with their own policies. This document has not been reviewed or approved by HUD.

Service Agreement for CoC-Funded Housing Programs

This agreement explains what you and the housing program must do while you live in housing paid for by the Continuum of Care (CoC). By signing this, you agree to take part in the services you need to stay housed, and the housing program commits to providing these services and supports. The combination of services, supports and affordable housing is designed to help all tenants assume the full rights and responsibilities of tenancy.

This program aims to help every participant build and sustain a stable foundation in the community. Participants are encouraged to actively use the program's tools and supports and to connect with community resources that align with their goals for increased independence.

Participant Responsibilities (What You Agree to Do)

Meet With My Case Manager

My case manager will give me tools, teach me skills, and help me find resources that can make it easier for me to stay stably housed. They will also help me think about my goals and how I can become more independent. I agree to meet with my case manager on a regular schedule. My case manager will also talk with my landlord to help make sure I am following my lease and to help me fix any problems that come up.

We will talk about how this housing program can be a step toward other housing options and my long-term goals. Together, we will make a housing plan. At each meeting, we will check my progress, talk about any setbacks, and look for services or resources that can help me. I agree to meet with my case manager regularly and to use the services and resources they offer so I can be successful in my housing.

Work on My Housing Plan

I will work with my case manager on a housing plan. I will follow through on the tasks that help me stay housed, like going to appointments, following up on services, and working on income or stability goals. I will turn in papers and documents needed for recertification or other program rules on time. I know these are requirements for continuing to provide this housing program.

Use Supportive Services

I will take part in services the program offers or refers me to. These may include classes, support groups, counseling. Some services will be required for me to stay in the program.

Follow House Rules and Lease Terms

I will follow the rules for the building and my lease. I will respect neighbors, keep my unit clean, and not break the law. I will not let people stay in my unit without permission. I will allow staff to inspect my unit with proper notice. I understand that having a good record as a tenant and following the lease will give me more housing options in the future, such as a larger unit perhaps with family and friends.

Pay My Share of Rent (if I have one)

If I must pay part of the rent, I will pay it on time every month. This rule is part of all housing programs. I will let the program know if my income or the number of people in my household changes. My case manager will go over how rent is figured out and help make sure the amount I pay is correct.

Act Safely and Respectfully

I will treat staff and other tenants with respect. I will not use violence, threats, or unsafe behavior. I agree that everyone deserves to be treated with respect and to feel safe in their homes.

[Programs that count towards the treatment bed threshold only]**Engage in Substance Use Treatment**

I will take part in treatment or counseling that my case manager or the program requires. I understand that taking part in these services helps me keep my housing.

Program Responsibilities (What the Program Agrees To Do)**Provide Support and Case Management**

The program will give me a case manager who will help me with my goals and connect me to services that can help me stay housed and reach my life goals.

Communicate Clearly

The program will explain the rules in simple language and give me written copies of the rules and this agreement. If I break a rule, staff will explain the problem and problem solve with each tenant on how to address the issue. The lease will be explained and the process to enforce the lease will be clear and consistent

Provide a Fair Grievance Process

I have the right to file a grievance (a complaint) if I disagree with a decision or feel I was treated unfairly. The program will review my grievance and will not punish me for speaking up.

Non-Compliance: Steps and Consequences

If I do not follow the rules or meet my responsibilities, the program will take the steps below to address the issue before moving to terminate my housing contract:

1. Verbal Warning and Problem-Solving

If the issue is a lease violation the landlord, property manager will provide me with a written notice of the lease violation. If it is a program issue the program will provide written notice of the issue. My case manager will talk with me about the issue, discuss why this is a problem, discuss what needs to change, and help me work on fixing it.

2. Written Warning and Action Plan

If the issue continues, I will get a written warning or an action plan. The plan will list the problem, steps I must take, and a timeframe for resolution.

3. Case Conference

If the problem continues, I will meet with my case manager and a supervisor. They will explain what must change and that my housing may be at risk.

4. Final Notice of Termination

If I still do not follow the rules or the plan, the program may end my housing assistance. I will get a written notice explaining why and how I can appeal. I may ask for a review by someone not involved in the first decision. If there is a safety emergency, I may have to leave right away, but I will still get written notice. The program will connect me to other resources if possible.

Termination will only happen after the program has tried to fix the problem through these steps.

Agreement and Acknowledgment

I have read this agreement (or had it explained to me). I understand what I must do to stay in the program. I can ask questions at any time if I need help.

Participant Name (Printed): _____

Participant Signature: _____ **Date:** _____

Case Manager Signature: _____ **Date:** _____

Appendix F: Sample #2 Service Participation Agreement

Organization provides services and support funding (application fees, apartment set-up, security deposit, utility arrearage, etc.) to assist consumers with obtaining and maintaining permanent housing during recovery. Service providers will partner with you to create an individualized recovery plan. The recovery plan will be based on the Case Management Assessment and Acuity and may include:

1. maintaining recovery by engaging in services;
2. obtaining an apartment that you will lease directly from a private landlord, and
3. providing you with the skills to maintain stable housing.

Service providers will work with you to find an apartment, understand your lease obligations, and connect you to services in the community to meet your goals. You will review your recovery plan with staff at least quarterly to support your progress and update your plan as necessary.

I agree to:

- Take all necessary steps to accomplish the goals outlined in my recovery plan, based on the completion of the case management assessment and acuity and will explore all referral resources suggested to me by service staff to ensure my recovery and housing stability;
- Keep all appointments with service staff. I will meet with my case manager at least once a week to discuss progress on my recovery plan goals. If I am unable to keep an appointment (office visits, or home visits), I will call and reschedule the appointment within 24 hours. If I do not attend 3 consecutive appointments, my participation in the program, including my rental assistance may be discontinued;
- Participate in monthly face-to-face home visits with my case manager;
- Fulfill my obligations as outlined in the lease and maintain the rental unit including participating in health and safety visits and periodic inspections of the rental unit;
- Pay my portion of the rent on time. I will immediately inform service staff if there is a concern about me being able to pay my rent and/or I receive any communication from my landlord that affects continued tenancy; and,
- Provide all information and documentation (such as income documentation and changes to family composition) requested by service staff.

Program participant (Print): _____

Program participant (Sign): _____ Date: _____