

Montgomery County Continuum of Care 2023 Competition

Project Application Addendum

All providers applying for 2023 CoC funding must submit one addendum with **each** project application. Project applications received without this addendum will be considered incomplete. Please provide specific examples and/or criteria

Organization Name: _____

Project Name: _____

Project Type: _____

Implementation of Housing First

1. Describe your screening and intake process by answering the following questions.
 - a) How do you determine who is eligible for your program? Who is not eligible for your program?
 - b) How do you address reasonable accommodations requests?
 - c) Please describe how a referral moves from assigned to accepted including the level of engagement with the referring agency, outreach attempts, and interview process.

2. Prior to acceptance, are any of the following documents required.

- A photo ID
- Proof of Income
- If no income, self-declaration of zero income
- Birth certificate
- Social Security card
- Verification of homeless status
- Verification of disability status, if applicable
- Proof of immigration status

3. Do any of the following impact client eligibility? For site-based congregate settings, does the program and/or landlord/property owner deny based on any of the following. Please select all that apply.

- Participation in services/ case management
- Minimum rent contribution for those with little or no income
- Credit rating
- Rental history
- Criminal History

4. Describe your process for housing placements by answering the following questions.

a) **For scattered site projects only:**

How are client matched to units?

How many units are offered to each client?

b) **For all project types (scattered site, site-based, etc.):**

How do you consider client preferences in location, size and amenities? Do you master lease or sublet? What does the lease agreement look like?

5. Describe the program's landlord / property owner's recruitment, retention, and continued engagement strategies:

6. Describe the type of services provided by answering the following questions.

a) What services are provided or brokered through partnerships including housing support, health, employment/education, social support, recreation, spirituality, etc.?

b) To what extent do clients have choice in services?

c) What are the requirements of service participation? What happens when clients refuse some or all services offered?

d) How often must clients be seen? What is the average number of visits per month provided? How is the frequency and intensity of services determined?

e) To what extent are services provided in the home, at the office, and in the community. How often are clients seen face-to-face versus tele visits?

f) How do you apply best practices such as harm reduction, trauma informed care, and motivational interviewing in your service delivery?

7. Describe your termination policy by answering the following questions.

- a) What steps do you take when a tenant violates the lease?
- b) What steps do you take to avoid eviction?
- c) What happens when a tenant is hospitalized or incarcerated? Do services continue and how long will you keep the unit?
- d) What happens when there are behavioral issues like traffic in the unit, substance use, odd or bizarre behaviors?
- e) What is your commitment to rehouse?
- f) What are the factors that would lead to termination from the program?

8. Describe the training and supervision plan for program staff including a list of trainings provided, frequency and method of training, as well as how the program ensures staff are adhering to best practices (including supervision policies).

Meaningful Participation of People with Lived Experience of Homelessness

1. Does the program employ and/or have volunteers that are people with lived experience? If so, how are they compensated?

2. Describe how the program elicits feedback from program participants and uses this to inform program development, services, and/or policies. Please provide a specific example of how feedback from people with lived experience changes how the program operates.

3. Does the program/agency have an advisory committee of program participants? If yes, describe the structure of the committee including memberships, goals, decision-making authority, and frequency of meetings. If not, does the program/agency has a plan to establish a committee and what does the plan entail?

Diversity, Equity, and Inclusion

1. Please attach a copy of the agency's anti-discrimination policy and any other policies or plans related to increasing the diversity of staff including leadership, board members, and frontline staff.
2. Describe how the program does/will provide culturally appropriate services (facility accommodations and policies that specifically address the unique needs) to disadvantaged or underserved communities including the LGBTQ+. Does the program/agency partner with other nonprofit or faith-based organizations led by and services BIPOC and LGBTQ households.

3. What percentage of your staff represent racial and ethnic minorities in each of the following categories: agency leadership, board, and frontline staff? Describe any efforts underway to increase the diversity of the organization (if no formal plan/policy exists).

4. Describe how the program reviews or plans to review performance measures, including the frequency of the review, by race, ethnicity, gender, and other demographics to identify barriers to participation and disparate outcomes. What actions steps are being taken to reduce any barriers to participation or disparities?