Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2024 CoC Program Competition on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions
Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments
Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.
- Attachments must match the questions they are associated with–if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

1A-1. CoC Name and Number: MD-601 - Montgomery County CoC

1A-2. Collaborative Applicant Name: Montgomery County Maryland

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Montgomery County Maryland

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	

	In the chart below for the period from May 1, 2023 to April 30, 2024:	
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted–including selecting CoC Board members, and participated in your CoC's coordinated entry system; or	
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	No
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
9.	Law Enforcement	Yes	Yes	No
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	No
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	No
13.	Local Jail(s)	Yes	Yes	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	No
16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes

17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	No
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	No
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	No
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	No	No
30.	State Sexual Assault Coalition	Yes	No	No
31.	Youth Advocates	Yes	Yes	No
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Veteran Service Providers	Yes	Yes	Yes
35.	People with Lived experience	Yes	Yes	Yes

1B-1a.	Experience Promoting Racial Equity.	
	NOFO Section III.B.3.c.	

Describe in the field below your CoC's experience in effectively addressing the needs of underserved communities, particularly Black and Brown communities, who are substantially overrepresented in the homeless population.

(limit 2,500 characters)

The CoC has a dedicated focus on addressing the disproportionate number of people from Black and Brown and underserved communities experiencing homelessness. The CoC implements targeted outreach strategies, culturally responsive services, and partnerships with community leaders to address systemic barriers that contribute to the disparity in the homeless population, such as discrimination in access to housing, marginalization from the labor force, and over-representation in the criminal justice systems. To increase engagement and access to services, the CoC collaborates with organizations serving culturally specific communities experiencing and at risk of homelessness. To strategically expand its reach to address the needs of underserved communities, the CoC partners with the Community Engagement Cluster, which includes five Regional Services Centers, four Urban Districts, the Commission for Women, the Office of Community Partnerships, immigrant resource centers, food distribution centers, community action centers, and faith-based organizations. The CoC's governing body, the Interagency Commission on Homelessness (ICH), has a standing committee dedicated to advancing racial equity. A Black-led homeless services organization chairs this committee and actively recruits groups led by and serving culturally specific communities. In addition, the CoC has partnered with a local BIPOC-led organization serving the Latino population to address disparities in access to services for Latino individuals. The local NAACP also regularly participates in community-wide meetings. The CoC works with the Metropolitan Washington Council of Governments to address equity issues on a regional level. The CoC gathered input from various collaborators through multiple sessions to improve service delivery and to update the CoC's written standards. These sessions included a thorough qualitative analysis, with participation from agencies involved in homelessness response systems and community partners, including those with expertise in serving BIPOC, LGBTQ+, and other underserved populations. These efforts help the CoC better understand the communities' needs, which impacts policy and procedure changes and helps reduce the inequities that lead to disparities in the system.

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in your CoC's geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1.The COC has an open invitation process, allowing new members to join anytime. Interested individuals or groups can apply by completing an application and submitting it to the CoC Coordinator. Information on how to apply for membership is available on the CoC website and at all public meetings. Additionally, a formal solicitation for new members is conducted once a year. There is no membership fee. The CoC shares updates on its processes and activities through a listserv that reaches nearly 1,000 stakeholders, including nonprofits, related systems, local officials, the public, and individuals with lived experience of housing instability. Invitations are extended as new partnerships are made at conferences, meetings, events, and community forums. 2. In collaboration with the Department of Health and Human Services, the CoC ensures that website documentation and materials are accessible to individuals with visual or hearing impairments. Sign language interpretation and other accommodations, such as printed materials, are available as needed. Meetings are held in ADA-compliant facilities, and most CoC meetings are conducted virtually to accommodate those with limited mobility or other barriers to attending in person. Virtual meetings also include captions to support participants with hearing impairments. The CoC offers support with transportation to and from meetings as needed. 3.The CoC actively engages organizations serving culturally specific communities experiencing homelessness. The CoC's Advancing Racial Equity workgroup, chaired by a Black-led organization, focuses on recruiting groups that serve and are led by communities such as Black, Brown, Latino, and Indigenous populations. To enhance service delivery, address disparities in access to services, and promote equity, the CoC regularly facilitates community meetings to gather input from those with expertise in supporting BIPOC, LGBTQ+, and underserved populations. New partners are invited to join the CoC and added to the email distribution list for CoC communication. Special outreach is conducted to ensure the participation of those with lived experience of homelessness to serve on the various committees of the ICH and as standing members of the governing board. The "People's Committee" is an ICH committee led by members with lived experience of housing instability and homelessness. This committee reports directly to the ICH and has an active role in informing policy and funding priorities.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

	Describe in the field below how your CoC:
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1.The primary method for gathering feedback and discussing strategies is through the Interagency Commission on Homelessness (ICH) and its 14 committees and workgroups. ICH committee meetings are open to the public and boast diverse participant membership, including people with lived or current experiences of homelessness, leadership from neighboring jurisdictions, policy experts, government agencies, homeless service, housing providers, County departments such as health, behavioral health, aging and disability, domestic violence partners, elected officials, and community members with an interest in ending homelessness.2.The public can join Interagency Commission on Homelessness (ICH) meetings and committees to hear updates on the CoC's activities and provide input. Bi-annual community-wide meetings, which are open to the public, serve as platforms for information sharing and feedback collection. Online surveys are also employed to gather input from CoC members who cannot attend in-person meetings. Meeting notifications are communicated through email, announcements at CoC meetings, and on the CoC website. CoC leadership presents the strategic plan to advocacy groups, community partners, and organizations in related systems, actively seeking their feedback. 3.The CoC is committed to ensuring it effectively communicates and provides opportunities for input and access to meetings for community members, including those with disabilities. The CoC uses communication formats that are accessible to those with visual or hearing impairments, provides requested accommodations, and uses ADA-compliant facilities. The CoC offers both in-person and virtual options to foster participation for those without access to technology and to those with transportation or mobility barriers. Before posting information to the CoC website, all materials are checked for accessibility for people with disabilities.4.The CoC aims to end homelessness for all populations by the end of 2025. To develop the vision and strategies to achieve this goal, the CoC engaged in participatory community-wide planning. The CoC joined government officials, including police, the justice system, people with lived experience, businesses, and public members to develop and implement recommendations to the County Executive on decriminalizing homelessness.The community provided input at more than 10 public forums hosted by the County Executive to gather feedback on the County budget process for homeless services.

	1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
		NOFO Section V.B.1.a.(4)	

		Describe in the field below how your CoC notified the public:
	1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
	2.	about how project applicants must submit their project applications–the process;
	3.	about how your CoC would determine which project applications it would submit to HUD for funding; and
	4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.

(limit 2,500 characters)

1.The CoC communicates via its website and emails to the community-wide list that applications for HUD funding are being accepted. The email list includes organizations that have not previously received CoC funding. An information session was held on August 14 to review funding priorities, requirements, scoring criteria, priority populations, and timelines. This session was open to the public and indicated that project applications would be accepted from any eligible entity, even those who had not previously received CoC funds. The slide deck was posted on the CoC website on August 27 and emailed to the community-wide list. 2.Organizations interested in applying were asked to submit a letter of intent to apply for new or bonus funding by August 22, and proposals were due on September 11. Application materials, including the scoring tool, were posted on the CoC website. Information regarding project application requirements, application materials, scoring criteria, and timelines was posted on the CoC website. Assistance was offered to all organizations to ensure accessibility. Applications were submitted to the CoC NOFO email address and included a PDF version of the HUD application from esnaps, the CoC addendum, project policy and procedures, and the total project budget. 3.The CoC conducted data analysis on system needs to inform the decision to prioritize new projects for RRH for families and PSH for adult-only households. The CoC reviewed applications for threshold requirements, project quality, deficiencies, and alignment with community needs. A standard scoring tool was developed to evaluate projects on HUD priorities, community needs, organizational capacity, Housing First adherence, and cost-effectiveness. The Partnership and Funding Committee, comprised of independent members not affiliated with the CoC lead agency or CoC-funded programs, scored and ranked projects, presenting the final selections to the Interagency Commission on Homelessness (ICH) for community input. ICH approved the final selection of projects to submit to HUD for funding. 4. The CoC holds a NOFO information session so prospective applicants to learn about the application process. The virtual meeting increases accessibility for those unable to attend in person. The CoC ensures all NOFO information and documentation on the website and other materials are accessible to those with visual or hearing impairments. Sign language interpretation is available upon request.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
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  - PHA Crosswalk; and
   - Frequently Asked Questions

	1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
		NOFO Section V.B.1.b.	

		In the chart below:
	1.	select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
	2.	select Nonexistent if the organization does not exist within your CoC's geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.	Behavioral Health Organizations, Federally Qualified Health Centers	Yes

1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

	In the chart below select yes or no to indicate whether your CoC:	

1.	Consulted with ESG Program recipients in planning and allocating ESG Program funds?	Yes
2.	Provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes
3.	Ensured local homelessness information is communicated and addressed in the Consolidated Plan updates?	Yes
4.	Coordinated with ESG recipients in evaluating and reporting performance of ESG Program recipients and subrecipients?	Yes

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

	Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:	

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated?	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure family members are not separated?	Yes
3.	Worked with CoC and ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients?	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance?	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers?	No

1C-4.	CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

	Select yes or no in the chart below to indicate the entities your CoC collaborates with:	

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

Our CoC works closely with the Local Education Agency to ensure that children experiencing homelessness and their families are aware of available educational resources and protections under the McKinney-Vento Homeless Assistance Act. The local McKinney-Vento liaison participates in coordinated entry meetings. She communicates regularly with family shelter case managers to assist with school enrollment and transportation and to ensure that children with special needs are adequately assessed and matched with appropriate services. A Montgomery County Public Schools (MCPS) representative on the ICH provides insight and guidance on available resources for school-aged youth experiencing homelessness. The MCPS homeless liaison collaborates with CoC service providers regarding the eligibility of families and youth for educational and school-based supportive services. The Montgomery County Department of Health and Human Services (MCDHHS) monitors providers and reviews case records to ensure that procedures are followed and the academic needs of youth are met. DHHS trains MCPS staff on CoC resources and how to refer families for assistance as needed. The CoC lead participates in annual meetings with McKinney-Vento LEAs. MCDHHS has a data-sharing agreement with MCPS and implementation MOUs for the Linkages to Learning program, which serves households in 29 elementary and middle schools in high-need areas. The CoC collaborates with the State Education Agency through the State Childcare Subsidy program. The CoC has a formal partnership with MCPS, Head Start and public pre-K, the LEA, the Linkages to Learning Program, Positive Youth Development programs, High School Wellness Centers, Cluster Support Teams, and the Child Welfare System. In addition, the CoC collaborates with the SEA and the LEA to provide support and services for families with children ages 0-3 who have special needs.

1C-4b.	Informing Individuals and Families Who Have Recently Begun Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who have recently begun experiencing homelessness of their eligibility for educational services.

(limit 2,500 characters)

The CoC policy requires all homeless service providers, including those that are ESG and CoC-funded, to ensure that children are enrolled in schools with access to early childhood education. When a child or youth enters a program, the homeless service providers assess their educational needs and obtain information from their previous school. Montgomery County Public Schools (MCPS) has developed a brochure for all homeless households and unaccompanied youth, explaining their rights. If the children are not already enrolled, the staff of the homeless service provider will help the guardians enroll them in school or early childhood education. Unaccompanied youth are also helped to enroll in school or other educational programs. The staff works with the MCPS Homeless Liaison to organize transportation to school so that the children can continue attending school without interruption. The Montgomery County Department of Health and Human Services (MCDHHS) trains MCPS staff about CoC resources, eligibility, and referral procedures to ensure that all providers and school personnel know these procedures. The MCPS Homeless Liaison educates all homeless providers about the eligibility of youth and families for educational services. MCDHHS monitors homeless programs to ensure procedures are followed and reviews case records to ensure that the educational needs of children and youth are being met.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	Yes
6.	Head Start	Yes	No
7.	Healthy Start	No	No
8.	Public Pre-K	Yes	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Data Sharing with MCPS	Yes	No

1C-5.	Addressing Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking–Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	State Domestic Violence Coalitions	Yes
2.	State Sexual Assault Coalitions	Yes
3.	Anti-trafficking Service Providers	Yes
	Other Organizations that Help this Population (limit 500 characters)	
4.		

1C-5a.	Collaborating with Federally Funded Programs and Victim Service Providers to Address Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC regularly collaborates with organizations that you selected yes to in Question 1C-5 to:
1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1.The CoC Interagency Commission on Homelessness (ICH) maintains a close partnership with the Domestic Violence Coordinating Council (DVCC). The DVCC's core mission is to reduce the incidence of domestic violence and establish a secure environment where families can live free from abuse. The DVCC is comprised of members from various County Departments and non-profit organizations specializing in domestic violence services and intervention, as well as public member seats, which include survivors of domestic violence. The DVCC actively seeks feedback from these public members, who are survivors possessing diverse lived experiences, to provide feedback on the services offered, challenges encountered, and suggestions for enhancements. Furthermore, the CoC Lead actively participates in the Victim Services Subcommittee, an extension of the DVCC. This collaboration aims to cultivate and sustain partnerships that enable survivors in the community to engage in CoC-wide meetings and encourage their regular involvement in CoC workgroups. Knowledge gained from these partnerships informs the CoC-wide policies related to supporting the needs of victims. 2.The CoC operates an emergency domestic violence (DV) shelter for survivors that hosts regular resident meetings to actively gather feedback on program implementation. The shelter is a secure location where survivors can mutually support each other during their recovery journey. Program participants engage in one-on-one sessions with therapists and case managers to address their individual and complex needs. Housing and shelter programs supporting this population provide trauma-informed services by creating physically and psychologically safe environments, providing transparency around program expectations and limits, respecting the dignity and worth of the person, and providing recovery-focused, strength-based approaches. Program participant's rights to privacy and confidentiality are respected and protected. Staff is provided yearly training on trauma-informed care and the specific needs of victim services.

1C-5b.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC's coordinated entry addresses the needs of DV survivors by including:	
1.	safety planning protocols; and	
2.	confidentiality protocols.	

(limit 2,500 characters)

1. Safety protocols for DV, dating violence, sexual assault, and stalking were developed by our DV providers. Safety is prioritized over all vulnerabilities. All victims are screened by the CoC DV providers utilizing the Danger Assessment or Lethality Assessment Protocol to assist in safety planning. The CoC operates a secure and confidential DV shelter with an unpublished address. If a person scores high on the Danger Assessment Tool, it prompts the Crisis Center and DV Clinical Supervisors to offer additional safety planning. DV providers collaborate with the CoC housing providers during bi-monthly case consultation meetings. All communications with CoC housing provider staff are encrypted if any personally identifiable information is contained. DV Victim Advocates are involved in homeless resource planning and collaboration with community organizations to ensure that those serving victims of domestic violence, sexual assault, stalking, and human trafficking are served according to safety and confidentiality standards. Training and technical assistance are provided to all CoC partners and staff annually and as needed. Daily updates on DV shelter vacancies are provided to crisis center staff to ensure those experiencing a DV crisis will be placed in a safe environment as quickly as possible. DV providers create a personalized domestic violence safety plan when coordinating discharges and transitions from the shelter or the abuser. 2.All CoC staff are trained on program participant's rights to privacy and confidentiality. All individuals seeking shelter services are provided with a copy of our Notice of Privacy Policies. Meetings with the providers are held virtually twice a month for the family and individual Coordinated Entry System (CES). An Excel spreadsheet with a list of clients in coordinated entry, both needing to be referred to a Permanent Supportive Housing Program and the clients who have been assigned but not housed yet, is sent out to the meeting attendees before the meeting. Since this document has client information, it is password protected, and the email distribution list is regularly updated to regulate access. To protect the privacy of DV clients, their names are listed as John Doe or Jane Doe, and their initials are added to the end of their last name. Their information is not entered in HMIS until a housing program accepts the household. Staff are careful not to disclose personally identifiable information during CES calls.

1C-5c.	Coordinated Annual Training on Best Practices to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

	In the chart below, indicate how your CoC facilitates training for project staff and coordinated entry staff that addresses best practices on safety planning and confidentiality protocols:	

		Project Staff	Coordinated Entry Staff
1.	Training Occurs at least annually?	Yes	Yes
2.	Incorporates Trauma Informed best practices?	Yes	Yes
3.	Incorporates Survivor-Centered best practices?	Yes	Yes
4.	Identifies and assesses survivors' individual safety needs?	Yes	Yes
5.	Enhances and supports collaboration with DV organizations?	Yes	Yes
6.	Ensures survivors' rights, voices, and perspectives are incorporated?	Yes	Yes
	Other? (limit 500 characters)		
7.	CoC housing and service providers must provide annual training to staff on trauma-informed and survivor-centered practices. Training includes ensuring that each agency has safety and planning protocols in place. Staff training documentation is a part of the annual contract monitoring report conducted by the Montgomery County Department of Health and Human Services (MCDHHS). Additional training is available through the MCDHHS learning collaborative for staff and contractors.	Yes	Yes

	1C-5d.	Implemented VAWA-Required Written Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
		NOFO Section V.B.1.e.	

		Describe in the field below:
	1.	whether your CoC's written policies and procedures include an emergency transfer plan;
	2.	how your CoC informs all households seeking or receiving CoC Program assistance about their rights to an emergency transfer;
	3.	what your CoC requires households to do to request emergency transfers; and
	4.	what your CoC does in response to households requesting emergency transfers.

(limit 2,500 characters)

1.The CoC embraces a survivor-centered, trauma-informed, housing-focused approach in programs, services, and policies. To address the safety needs of survivors of DV, dating violence, sexual assault, and stalking, the CoC developed an emergency transfer plan for them to request an emergency transfer from their current unit. An emergency transfer can be requested regardless of sex, gender identity, or sexual orientation. When an emergency transfer is needed the housing program will work with the survivor to assist with costs such as security deposit and moving assistance as needed. The CoC operates a secure DV shelter with an unpublished address. If a person scores high on the Danger Assessment Tool, it alerts the Crisis Center and DV Clinical Supervisors of the need for additional safety planning. 2.CoC housing providers inform tenants of their rights under the Violence Against Women Act and their right to terminate a lease and request a transfer to another unit. Tenants are provided with information about how to request an emergency transfer. Program staff provide ongoing support through case management to inform tenants of the various support services for survivors of domestic violence, dating violence, sexual assault, or stalking. 3.In accordance with the Violence Against Women Act, victims of domestic violence may request an emergency transfer from the tenant's current unit to another unit. Transfers are considered when there is an imminent threat of harm should tenants remain in their current unit, and for tenants who have experienced sexual assault in their unit within 90 days of the request. The CES responds quickly to support the housing provider in identifying a new unit. If not possible, the CES and program contract monitor consider a transfer to another program. Tenants are offered a choice in location and program when possible based on needs and availability. Requests are kept confidential and shared as needed with the tenant's consent. Staff provide support to the tenant regarding communication with current and new landlords. 4.The CoC provides support to programs and households through the CES. CES staff, the program, and the contract monitor support the requests for emergency transfers. If no vacancy is immediately available, the CoC ensures that those experiencing a DV crisis will be placed in a safe environment such as a DV shelter or overflow hotel.

1C-5e.	Facilitating Safe Access to Housing and Services for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC ensures households experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within your CoC's geographic area.

(limit 2,500 characters)

The CoC embraces a survivor-centered, trauma-informed, housing-focused approach in all programs, services, and policies. The CoC ensures that survivors of DV, dating violence, sexual assault, or stalking have access to all housing options. The CoC utilizes standard assessment tools to assess vulnerabilities and acuity of needs. To ensure the safety and confidentiality of victims, these households are not placed in the Homeless Management Information System (HMIS), but assessments are forwarded to specific Services to End and Prevent Homelessness (SEPH) staff to review and be placed on the Coordinated Entry Systems (CES) prioritization lists. SEPH staff participate and collaborate with DV providers to review cases twice a month and explore appropriate and eligible housing options for households. DV providers participate in the bi-weekly CES meetings for households with or without minor children for housing matching. Based on the assessment, DV providers have access to all CoC housing programs, including security deposit and first month's rent, Rapid Rehousing (RRH), and Permanent Supportive Housing (PSH). Other housing options specific to this population include DV-specific RRH, Betty's House transitional housing for families, and Emmanuel House PSH for survivors. When households are matched to housing, the DV shelter provider collaborates with the housing provider to ensure a safe transfer to housing and continuation of the household's safety plan.

1C-5f.	Identifying and Removing Barriers for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC ensures survivors receive safe housing and services by:
1.	identifying barriers specific to survivors; and
2.	working to remove those barriers.

(limit 2,500 characters)

1. The CoC embraces a survivor-centered, trauma informed and housing first approach in our work with individuals and families who have experienced domestic violence, dating violence, sexual assault and stalking. The specific barriers that present for this population are informed by the significant impact of the violence and trauma that they have survived. There are often lasting effects on their physical, emotional, mental and financial health and wellbeing. Research shows that survivors are at greatest risk of harm as they are leaving the relationship. Concerns for their safety, the safety of their children and uncertainty about available resources can be daunting. Financial control, isolation from family and friends and the withholding of important documents to maintain power over the survivor. All of these barriers are exacerbated when the survivor is a part of a marginalized population due to their race, sexual orientation, gender identity and/or economic status. 2. Our CoC ensures that survivors of domestic violence, dating violence, sexual assault and stalking have 24-hour access to trauma informed clinical staff at the Crisis Center who can assess their physical, mental health needs and complete a Lethality Assessment for referral to our undisclosed domestic violence shelter. The county trauma services program also partners with the Family Justice Center which provides a multi-disciplinary team of clinicians and legal supports for survivors. Survivors receive assistance with understanding their rights under VAWA, filing court documents, accessing legal representation and mental health support, applying for entitlements such as TANF, SNAP, WIC and MA. Our DV shelter providers participated fully in our CES and complete vulnerability and acuity assessments for individuals and families who may not have an identified safe housing plan upon shelter exit. These individuals/families are added to our CES list with backdated entry to the date that they entered the DV shelter. This ensures equity with others on the CES list where length of stay is included in prioritization for the housing program match. The CoC has DV specific Rapid Rehousing, Transitional Housing and Permanent Supportive Housing programs.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Equal Access Trainings.	
	NOFO Section V.B.1.f.	

	1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

	Describe in the field below:	
	1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;

2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;	
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and	
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.	

(limit 2,500 characters)

1.The CoC ensures that persons of all genders and sexual identities can access the emergency shelter of their choice. All policies comply with and reflect the HUD Equal Access Rule (EAR). Specific program policies and CoC-wide policies are revised as needed based on feedback from stakeholders, including LGBTQ+ serving organizations and LGBTQ+ program participants. Program staff are trained in trauma-informed care and implicit bias. 2.The CoC supported all homeless and housing providers in establishing anti-discrimination policies to guarantee compliance with the Equal Access Rule. The CoC plans to collaborate with LGBTQ+ stakeholders and service providers. The goal is to provide staff training and update policies to ensure that LGBTQ+ households can access supportive services, shelter, and housing without facing discrimination. Contract monitors review program anti-discrimination policies and offer technical assistance to promote equitable program operation. 3. The CoC ensures adherence to anti-discrimination policies through a comprehensive monitoring process, which includes contract monitoring visits, participant interviews, and the review of real-time customer experience surveys conducted through Pulse for Good. Contract monitors conduct program visits monthly, while comprehensive contract monitoring occurs biannually. Additionally, the Pulse for Good surveys' results are routinely reviewed monthly by the People's Committee comprised of people with lived experience, program directors, and CoC leadership. 4.Contract monitoring addresses noncompliance with CoC policies, including anti-discrimination measures. When a program is found to be out of compliance, our approach focuses on fostering inclusive service delivery skills through collaborative learning. This includes implementing shared anti-oppressive values and jointly reviewing and revising policies that inadvertently perpetuate systems of oppression. Our commitment to promoting inclusivity and equity is at the core of this approach. If a program remains out of compliance despite these efforts, a corrective action plan is implemented. Failure to meet the plan's requirements may result in funding loss.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.
Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with–if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?

Housing Opportunities Commission	1%	Yes-Both	Yes
Rockville Housing Enterprises	0%	No	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.
	NOFO Section V.B.1.g.

	Describe in the field below:
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

1.Rockville Housing Enterprise (RHE) and Housing Opportunities Commission (HOC) are the PHAs within the CoC. The PHAs together received a total of 30 Housing Stability Vouchers and are utilizing these to collaborate with the CoC Unsheltered NOFO project, Street to Home. The CoC continues to work with HOC to provide a homeless preference expansion while RHE is exploring this preference for the future. Any CoC program participant currently in a Project-Based Voucher (PBV) is prioritized for a Tenant-Based Voucher after one year of living in PBV subsidized housing. The HOC President serves as a Commissioner on the Interagency Commission on Homelessness (ICH) and regularly participates in the CoC meetings, voting, and decision-making. HOC operates two PSH projects and has expressed support for homeless prioritization for the HUD Family Unification and the Non-Elderly Disabled (NED) Programs. The PHA intends to develop application questions that will help to identify at-risk, homeless, and disabled persons when reviewing applications for the PHA waitlist. The PHA will contact the appropriate CES staff when it selects an application from the database that meets the eligibility criteria for homeless preference. The CES staff will utilize HMIS to locate the selected homeless households and assist with the PHA application process. 2. The CoC has worked with the PHAs to adopt a homeless admission process. One has adopted a limited homeless preference. The other PHA is considering adopting a preference.

1C-7b.	Moving On Strategy with Affordable Housing Providers.
	Not Scored–For Information Only

	Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	

5.	Montgomery County has subsidized shared housing for individuals with mental health diagnoses targeted to those at 15% Area Median Income and below.	Yes

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	
2.	Family Unification Program (FUP)	Yes
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	Yes
7.	Public Housing	Yes
8.	Other Units from PHAs:	

You must select a response in elements 1 through 7 in question 1C-7c.

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Family Unification Program, Emergency Housing Vouchers and Housing Stability Vouchers

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
    - Frequently Asked Questions

1D-1.	Preventing People Transitioning from Public Systems from Experiencing Homelessness.	
	NOFO Section V.B.1.h.	

	Select yes or no in the chart below to indicate whether your CoC actively coordinates with the public systems listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1.	Prisons/Jails?	Yes
2.	Health Care Facilities?	Yes
3.	Residential Care Facilities?	Yes
4.	Foster Care?	Yes

1D-2.	Housing First–Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition.	14
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition that have adopted the Housing First approach.	14
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.
Describe in the field below:

1.	how your CoC evaluates every project–where the applicant checks Housing First on their project application–to determine if they are using a Housing First approach;	
2.	the list of factors and performance indicators your CoC uses during its evaluation;	
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and	
4.	what your CoC has done to improve fidelity to Housing First.	

(limit 2,500 characters)

1.) The CoC has a strong commitment to Housing First principles and expects projects funded by the CoC or the County to demonstrate Housing First fidelity. For the local CoC competition, applicants must submit a Housing First Addendum form requesting them to explain how they utilize Housing First principles. Applicants must describe program eligibility, demonstrating it does not require preconditions such as sobriety, income, and engagement in treatment. Applicants must demonstrate that rapid placement does not require service participation. Projects are required to submit program policies on intake, service coordination, and terminations.

2.) Applicants must submit detailed information on the screening and intake process through the Housing First Addendum. Including all required documentation and eligibility criteria that may pose barriers like criminal backgrounds, credit and housing history, and service participation. Demonstrate support for client choice in housing location, size, amenities, and support services, including the frequency and intensity of services, and termination policies. Narratives provided by applicants are verified through a review of program policies, procedures and case records. Low-barrier access to housing is verified by reviewing how often and for what reason providers deny referrals from CES.

3.) Fidelity to Housing First is part of the contract monitoring process for CoC and locally funded projects. Contract monitors receive extensive training on Housing First, which equips them to properly evaluate adherence to the model. Outside of the competition, project contracts are monitored at least once a year, including reviewing program policies and protocols and conducting interviews with staff and program participants. The Coordinated Entry System (CES) leadership tracks how often and for what reason providers deny referrals from CES. If a project does not adhere to Housing First principles, it is placed on a corrective action plan and risks losing funding.

4.)The CoC monitors and evaluates each project to ensure adherence to Housing First fidelity. Agencies are asked to complete a housing matrix that requires programs to list eligibility criteria for admission. CES coordination includes carefully monitoring reasons why providers decline referrals to their housing programs. The CES leadership tracks and reports these findings to contract monitors for annual review and the Allocation Committee for NOFO project evaluation.

1D-3.	Street Outreach–Data–Reaching People Least Likely to Request Assistance.	
	NOFO Section V.B.1.j.	

Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

The CoC has five primary homeless outreach providers covering the entire geographic area of Montgomery County. Thirteen Street Outreach (SO) specialists from five programs are trained to canvass the areas designated to them daily, including during regular business hours, early mornings, late evenings, and weekends. SO schedules are adjusted as needed to ensure consistent coverage across all times and locations. To identify trends and reach hard-to-find individuals, the CoC collaborates with partners and other stakeholders to conduct semi-annual "blitz" counts targeting areas with reports from community members to enhance efforts to reach those who do not disclose their whereabouts or request assistance.

The CoC holds a monthly outreach work group meeting to manage a shared outreach map, ensuring all unsheltered individuals are located and engaged. Outreach efforts are coordinated by the CoC Lead in partnership with outreach providers, hospitals, emergency shelters, and housing providers. The CoC has established protocols to engage individuals resistant to services, allowing specialists to add them to their caseloads with limited information and persist in efforts to connect them to housing.

Outreach teams include bilingual staff and have access to a language line, including video interpretation for American Sign Language (ASL), to assist individuals with limited English proficiency. The CoC also operates a homeless information line, enabling community members to report encampments and people sleeping outside, improving knowledge of the unsheltered population. SO providers collaborate with local libraries, public works, transit police, local police, meal programs, faith-based organizations, and businesses to identify and report individuals resistant to services through the homeless information line.

Outreach specialists carry palm cards with details on available services. Additionally, street outreach teams partner with Health Care for the Homeless to offer medical and psychiatric care to those on the streets. The multidisciplinary teams, which include Crisis Center therapists, peers with lived experience, and staff dedicated to homeless outreach, respond to all community requests to engage unhoused individuals. Outreach staff also have direct access to shelter beds and housing programs, ensuring a smooth transition for clients into housing.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate your CoC's strategies to prevent the criminalization of homelessness in your CoC's geographic area:

Your CoC's Strategies	Engaged/Educated Legislators and Policymakers	Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness

1.	Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness?	Yes	Yes
2.	Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places?	Yes	Yes
3.	Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places?	Yes	Yes
4.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.l.	

		HIC Longitudinal HMIS Data	2023	2024
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	478	303

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	
	SOAR, Medicaid/care, ACA Plans, behavioral health services, services for victims of crime, IPV, & sexual assault, and the Americans w/Disability Act.	Yes

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:	
	1.	works with projects to collaborate with healthcare organizations, including those that provide substance use disorder treatment and mental health treatment, to assist program participants with receiving healthcare services, including Medicaid; and

2.	promotes SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

1. The CoC partners work with project staff and healthcare organizations to encourage collaboration and reduce barriers for households experiencing homelessness to receive quality healthcare. The CoC contracts community healthcare providers to provide primary care and behavioral health (mental health and substance use) treatment for persons in all CoC programs: outreach, shelter, or housing, and ensure access to specialty care, i.e., dental services, oncologist, cardiologist, and gastroenterologist. The first step in accessing these services is often connecting individuals to Medicaid, which can be done online, via phone, or at a local office and medical transportation resources. The CoC Lead operates the Health Care for the Homeless program that works with medical and psychiatric hospitals, rehabilitation centers, crisis bed programs, and inpatient substance use treatment programs to facilitate admissions when individuals need more support than can be provided on an outpatient basis and ensure appropriate discharge plans. Additionally, CoC leadership participates in healthcare-led meetings, a behavioral health meeting with all the hospitals in the County, medical and psychiatric collaboration teams, and programs in neighboring jurisdictions and hospital discharge meetings, to address systemic issues with care coordination and, at times, engage in planning for specific individuals experiencing homelessness to improve their health outcomes.

2. The CoC Lead collaborates with the Local Behavioral Health Authority (LBHA) to offer annual training on the SOAR program to the CoC. Projects are encouraged to have staff in each of their programs become SOAR trained. Additionally, the LBHA employs a SOAR coordinator, who is available to assist any program serving clients in Montgomery County, to review and coordinate SOAR referrals. There were 13 SOAR approvals in the County's fiscal year of 2024. Lastly, the LBHA hosts a monthly Montgomery County SOAR workgroup to help staff keep up to date on any SOAR-related developments and provide ongoing support.

ID-7.	Partnerships with Public Health Agencies--Collaborating to Respond to and Prevent the Spread of Infectious Diseases.	
	NOFO Section V.B.1.n.	

	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to develop CoC-wide policies and procedures that:
1.	respond to infectious disease outbreaks; and
2.	prevent infectious disease outbreaks among people experiencing homelessness.

(limit 2,500 characters)

1. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC Lead Agency, the Montgomery County Health Officer, and the County Public Health Services (PHS). The policies and procedures were developed in collaboration with this team, which included state representatives at the Maryland Department of Health (MDH). All CoC providers must have Continuity of Operations Plans to address staffing shortages, facility issues, and emergencies, including infectious disease outbreaks. These Operation Plans must be reviewed and updated yearly due to shelters being classified as congregate care living type of settings. As we recover post-pandemic, the collaborating team developed a detailed congregate shelter/housing health guidance for respiratory illnesses. In addition, SEPH and the County Public Health Services (PHS) meet throughout the year to develop, enhance, and support updated tuberculosis protocols for all shelter locations. All updated protocols are disseminated through collaborating COC calls and emails.

2. The updated Congregate Shelter and Housing Health Guidance for Respiratory Illnesses was developed post-pandemic and serves as the new guiding document for the COC to use to address infectious diseases from a prevention perspective. The MCDHHS integrated department includes SEPH, the Montgomery County Health Officer, and Public Health Services (PHS), who meet as needed to discuss strategies and problem-solve to provide health updates and guidance to the CoC. The CoC providers are supplied with vaccine clinics for various infectious diseases, yearly flu vaccine clinics, personal protective equipment (PPE), testing kits with updated protocols, and monthly health education seminars by our shelter medical providers and hospital outreach workers. SEPH continues to provide supportive resources for shelter COVID-19 isolation protocols when there is a reported outbreak. SEPH's Health Care for the Homeless Program collaborates with the Maryland Department of Health (MDH) to minimize the impact of reported COVID-related outbreaks. The collaborating team has developed a plan that provides nursing and medical provider oversight for symptom checks and clearance from isolation every 24 hours at the start of a reported COVID outbreak and other reported respiratory illnesses. These efforts are reviewed as needed to prevent infectious disease outbreaks.

ID-7a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.n.	

	Describe in the field below how your CoC:
1.	effectively shared information related to public health measures and homelessness; and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

1. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes both Services to End and Prevent Homelessness (SEPH), the CoC lead agency, Montgomery County Health Officer, and Public Health Services (PHS). PHS, the County Health Officer, and SEPH representatives collaborate quarterly and as needed to discuss updates, changes within the CDC guidelines, and impact on our County homeless population. These updates and recommendations are disseminated through health update calls with all CoC providers and County government representatives including the County Council, written updated releases (shelter guidelines), and Health Care for the Homeless Program representatives as needed.

2. Montgomery County Department of Health and Human Services (MCDHHS) is an integrated department that includes SEPH, Montgomery County Health Officer, and Public Health Services (PHS). This group meets on a program level and as a CoC, including street outreach providers, shelters, and housing providers, to provide oversight and support to unsheltered, sheltered, and supportive housing program participants. Post-pandemic, we have an in-shelter isolation protocol available for individuals in the shelters, and unsheltered individuals also have access to these resources as a prevention measure. The Montgomery County Medical Respite Program is a prevention measure and diversion resource for housed individuals in Permanent Supportive Housing (PSH) programs as needed and when resources are available. When there is a need for in-shelter isolation for infectious diseases, we provide meals, daily symptoms check by the Health Care for the Homeless Program nursing team, and primary care check-ins by the shelter and outreach medical provider. In addition, as needed, we collaborate in-house with our Department of General Services to secure additional isolation space required to minimize the spread of infectious diseases within the CoC and with PHS for further personal protective equipment (PPE).

1D-8.	Coordinated Entry Standard Processes.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC's coordinated entry system:
1.	can serve everybody regardless of where they are located within your CoC's geographic area;
2.	uses a standardized assessment process to achieve fair, equitable, and equal access to housing and services within your CoC;
3.	collects personal information in a trauma-informed way; and
4.	is updated at least annually using feedback received from participating projects and households that participated in coordinated entry.

(limit 2,500 characters)

1.The CoC's CES covers 100% of its geographic region with processes for single adults and families available 24/7. Single adults can access the CES through multiple entry points, including ES, SO, TH, meal programs, hospitals, behavioral health providers, jails, and DV services. For families, access is centralized through MCDHHS's three regional centers and the County's 24/7 Crisis Center. All are accessible by public transportation, and assessments can be conducted in the community, by phone.

2.The CoC's CES uses the VI-SPDAT and Full SPDAT to assess the needs of clients, assigning scores to determine appropriate housing matches for PSH, RRH, or shallow subsidies. The CoC developed the Housing Support Services Acuity Scale to evaluate a person's independence and support needs across areas such as housing stability, income, health, and access to services. Recognizing the limitations of these tools, the CoC uses the VI-SPDAT, Full SPDAT, and the Acuity Scale to better understand vulnerabilities within specific subpopulations and ensure standardized, fair access to permanent housing. During bi-weekly case conferences, by-name lists are reviewed to match individuals with housing interventions, and additional meetings are held to address high-needs cases.

3. The CoC prioritizes dignity, safety, and emotional well-being when collecting personal information. CES staff are trained in trauma-informed care and use empathetic and respectful communication throughout the case management (CM) process. At intake, households are informed about the purpose, use, and access to their information, with consent obtained in advance. CM meetings with participants are conducted privately to ensure confidentiality and reduce stress. Participants can ask questions or decline if they feel uncomfortable.

4. The CES is regularly reviewed by the leadership team, which includes representatives from various system components such as diversion, prevention, ES, PSH, RRH, SO, and PHAs. The CoC's governing board, the Interagency Commission on Homelessness (ICH), has a CES subcommittee that meets monthly to gather input from agencies and individuals with lived experience of homelessness. Recently, the subcommittee updated the CES by-name list tracking and revised active/inactive homelessness statuses for those served by ES and SO, based on participant feedback. Analysis of assessment trends also informs policies and fiscal priorities.

| | 1D-8a. | Coordinated Entry–Program Participant-Centered Approach. | |
| | | NOFO Section V.B.1.o. | |

		Describe in the field below how your CoC's coordinated entry system:
	1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
	2.	prioritizes people most in need of assistance;
	3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their needs and preferences; and
	4.	takes steps to reduce burdens on people seeking assistance.

(limit 2,500 characters)

1. The CoC's CES ensures access for individuals least likely to seek homeless assistance by utilizing a strong network of SO providers, conducting outreach at meal programs, hospitals, and jails, and educating adjacent systems like SU, MH, criminal justice, and child welfare programs on the CES process. The CoC also accepts direct referrals from these systems, partners with trusted BIPOC-led organizations that serve disadvantaged communities, including BIPOC, LGBTQ+, people with disabilities, youth, and older adults, and actively promotes CES to the public.

2. The CES ensures that resources are used efficiently, prioritizing individuals with the greatest needs for RRH placement. PSH is reserved for individuals with disabilities and significant needs, as determined by CES assessment tools. The CoC follows a progressive engagement model, starting with the lowest level of intervention appropriate to meet individuals' needs. For those with more complex needs, the CES uses acuity assessments to prioritize housing based on vulnerability. The CoC allows transfers from less intensive interventions, like Rapid Rehousing, to more intensive programs, such as PSH, for individuals with higher service needs and vulnerabilities.

3. People most in need of assistance receive permanent housing in a timely manner as they are prioritized for PSH and RRH. The CoC has a comprehensive landlord recruitment and retention strategy so those with housing vouchers can quickly access available units that are consistent with their preferences. The CoC has several PSH programs to meet the specific needs of people experiencing homelessness, particularly those who are unsheltered and disengaged from services. The CoC has single site housing with PSH units owned by the County and there are also rented units on standby so where highly vulnerable people who are most in need of housing are willing to get housed, they can be placed the same day.

4. The CoC's CES assessment process continually evolves to reduce barriers, avoiding invasive or biased questions. The Montgomery County Acuity Scale is based on observation, collateral information, and case records, requiring no direct answers from the individual. Recognizing distrust of systems, especially among BIPOC and LGBTQ+ populations, the CES uses alternative assessment methods. To address the complexities of assessments, training & technical assistance are provided to assessors, and tools are updated to better serve the community's needs.

1D-8b.	Coordinated Entry–Informing Program Participants about Their Rights and Remedies–Reporting Violations.		
	NOFO Section V.B.1.o.		

	Describe in the field below how your CoC through its coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;	
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and	
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.	

(limit 2,500 characters)

1. The CoC promotes housing and supportive services to households experiencing homelessness in the county. Information about housing opportunities is provided via the website, homeless resource line, the central intake & diversion program, outreach, and shelter providers. Housing opportunities are shared in the CES housing match calls, and case managers inform clients of those opportunities. Staff at the three Regional Service Centers provide clients with information about opportunities outside of the CES housing match process. The CoC hosts a Homeless Resource Day open to the public, inviting providers to share their resources and application process. All services are accessible regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability.
2. The CoC housing locators provide regular training sessions and handouts to providers to educate their clients on fair housing laws/tenant protections, best practices, how/where to file complaints, and steps to appeal or request reconsideration of denials. The Office of Human Rights provides training to CoC providers. The CoC holds housing fairs in shelters to extend education and information directly to participants in search of housing and partners with the Office of Landlord & Tenant Affairs for remedies of housing issues. The CoC's written standards require that all partners inform participants of their rights and remedies under federal, state, and local fair housing and civil rights laws.
3. The CoC housing locators collect data on landlords engaging in discriminatory practices like denying subsidies or specific housing programs, using intimidation to dissuade applicants, or raising rent beyond local guidelines to destabilize housing. The Office of Legislative Oversight utilized the CoC's data to inform policy that prohibits criminal background checks before conditional approval. This policy mandates transparency of eligibility criteria. Participants are encouraged to file complaints with the Office on Human Rights (OHR) when there is suspected housing discrimination and to file complaints with the Office of Landlord Tenant Affairs about concerns with landlords or housing conditions. The CoC partners with OHR and the DHCA to utilize data on reports of discrimination to seek enforcement of fair housing laws, increase resources, and address any actions that impede fair housing choices for current/prospective program participants.

1D-9.	Advancing Racial Equity in Homelessness–Conducting Assessment.	
	NOFO Section V.B.1.p.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	08/23/2022

1D-9a.	Using Data to Determine if Racial Disparities Exist in Your CoC's Provision or Outcomes of CoC Program-Funded Homeless Assistance.	
	NOFO Section V.B.1.p.	

Describe in the field below:

| | 1. | the data your CoC used to analyze whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance; and |
| | 2. | how your CoC analyzed the data to determine whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance. |

(limit 2,500 characters)

1. The CoC uses both quantitative and qualitative data sources to analyze racial disparities in the provision and outcomes of CoC Program-funded homeless assistance. Quantitatively, the CoC utilizes tools like CSH's Racial Disparities and Disproportionality Index (RDDI), which compares the likelihood of different racial or ethnic groups experiencing homelessness-related events. Additionally, the CoC conducts regional collaboration with C4, using the CoC Racial Equity Analysis Tool, system performance measures, and housing assessment data disaggregated by race/ethnicity. The CoC also relies on data from the annual Point-in-Time (PIT) count to compare the racial and ethnic composition of individuals experiencing homelessness against the general population.

The CoC's data team regularly reviews system performance measures, including lengths of stay, return rates, and exits to permanent housing. This data is broken down by race/ethnicity across various project types (RRH, PSH, ES, TH, SO) This helps identify disparities and informs future assessments at the individual program level.

Qualitatively, the CoC engages in focus groups with people who have lived experience of homelessness, especially from BIPOC and marginalized communities. These discussions, often held with BIPOC-led organizations, provide valuable insights into individuals' experiences with homelessness and help the CoC understand any disparities in service provision and outcomes. The CoC's Peoples Committee, composed of individuals with lived expertise, also reviews the data to offer feedback and ensure the system is equitable and inclusive for all.

2. The CoC conducts data analysis to identify racial disparities in both the provision and outcomes of CoC Program-funded homeless assistance. Staff compare the racial and ethnic composition of individuals experiencing homelessness, using HMIS data and the PIT count, against the general population data from the American Community Survey (ACS). This helps pinpoint the overrepresentation of specific racial or ethnic groups within the homeless population. Additionally, the data team regularly reviews key system performance measures—such as lengths of stay, exits to permanent housing, and rates of returns to homelessness, disaggregated by race and ethnicity. This analysis uncovers any disparities in outcomes across racial and ethnic groups. These insights are used to inform policy adjustments and ensure equitable service outcomes for all.

| 1D-9b. | Implemented Strategies to Prevent or Eliminate Racial Disparities. | |
| | NOFO Section V.B.1.p | |

| Select yes or no in the chart below to indicate the strategies your CoC is using to prevent or eliminate racial disparities. |

1.	Are your CoC's board and decisionmaking bodies representative of the population served in the CoC?	Yes
2.	Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC?	Yes
3.	Is your CoC expanding outreach in your CoC's geographic areas with higher concentrations of underrepresented groups?	Yes
4.	Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups?	Yes
5.	Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness?	Yes
6.	Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector?	Yes
7.	Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness?	Yes
8.	Is your CoC educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity?	Yes
9.	Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness?	Yes
10.	Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system?	Yes
11.	Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness?	Yes
	Other:(limit 500 characters)	
12.		

1D-9c.	Plan for Ongoing Evaluation of System-level Processes, Policies, and Procedures for Racial Equity.	
	NOFO Section V.B.1.p.	

Describe in the field below your CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity.

(limit 2,500 characters)

The CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity is a key priority in its upcoming five-year strategic plan. The CoC's governing body, the Interagency Commission on Homelessness (ICH), has a dedicated standing committee focused on advancing racial equity and preventing disparities in housing outcomes. This committee regularly reviews CoC-level processes and policies, hosting special sessions with diverse stakeholders to evaluate and enhance the system's impact on marginalized communities, particularly BIPOc households.

One of the CoC's key initiatives is the partnership in the development of legislation, such as the Housing Justice Bill, which limits a landlord's ability to deny housing based on an applicant's criminal record. This effort recognizes the overrepresentation of people of color in the criminal justice system and the barriers it creates to accessing housing. The CoC will continue working with BIPOC-led agencies and community partners to address such systemic barriers, using focus groups and qualitative data to provide context for ongoing policy evaluation.

Additionally, the CoC developed a Homeless Prevention Index, which integrates data on social determinants, COVID-19 impact, and housing stress in BIPOC neighborhoods to ensure federal funds are directed to households most at risk of homelessness. This targeted approach aims to reduce the number of BIPOC households entering or returning to homelessness.

Overall, the CoC's plan includes continuous data analysis, stakeholder engagement, collaboration with BIPOC-led organizations, and legislative advocacy to ensure racial equity remains central in all housing processes and outcomes.

1D-9d.	Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities.	
	NOFO Section V.B.1.p.	

	Describe in the field below:
1.	the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. The CoC reviews both PIT, System Performance Measures, and service provision by race/ethnicity at least twice of year. Project-level performance measures and service provision are measured quarterly and shared with the Outcomes and Improvement Committee of the Interagency Commission on Homelessness (ICH). At least annually the CoC lead presents data on racial disparities to the full ICH and to elected officials in public County Council hearings. The CoC is also participating in the Community Solutions Built for Zero program. Montgomery County is one of a handful of communities committed in the "Zero for All" cohort focused on ending homelessness for all populations within the next years. The CoC has committed to regularly reporting data to Community Solutions as an effort to ensure accountability and credibility to stakeholders around the CoC's progress on eliminating racial disparities. The data team must also report on disparities of all kinds to the Coordinated Entry Subcommittee of the ICH, which is made up of homeless service providers, referring agencies, county government, and people with lived experience. The CoC asked all HUD CoC-funded programs to review their program outcomes by race/ethnicity, age, gender, etc., and develop their own plan to address the disparities. This year, the CoC conducted analysis not only at the project type level (RRH, PSH, other PH) but for each specific program.
The CoC will continue to partner with CSH to use the Racial Disparities and Disproportionality Index to investigate the analysis more deeply and measure progress over time.

2. The CoC data team uses HMIS to disaggregate data, pull reports, and conduct analysis on raw data to track progress on preventing and eliminating disparities of all kinds through tools like Microsoft Power BI and Tableau.

1D-10.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC's Outreach Efforts.	
	NOFO Section V.B.1.q.	

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decisionmaking processes.

(limit 2,500 characters)

The CoC has a comprehensive outreach strategy to involve individuals with lived experience of homelessness in leadership and decision-making roles. During public meetings of the Interagency Commission on Homelessness (ICH) and its committees, the CoC regularly announces opportunities for participation, which are shared widely through listservs and partner networks.

CoC staff also work closely with service providers to encourage staff and program participants to join committees, subcommittees, or workgroups. The Services to End and Prevent Homelessness (SEPH) team, visits shelters and housing programs to recruit members for the People's Committee, a standing ICH group made up of individuals with recent lived experience of homelessness. Committee members actively engage with program participants at shelters and day programs, encouraging them to join, share their perspectives, and participate in the decision-making process. The People's Committee holds listening sessions and recruitment events during community-wide meetings and homeless resource days, which draw significant participation.

Recruitment for the Youth Action Board is led by the Montgomery County Collaboration Council for Children and Families, which uses its programs at the Reconnect drop-in center and social media to engage young people in leadership opportunities.

1D-10a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

You must upload the Lived Experience Support Letter attachment to the 4B. Attachments Screen.
Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Routinely included in the decisionmaking processes related to addressing homelessness.	45	5
2.	Participate on CoC committees, subcommittees, or workgroups.	12	2
3.	Included in the development or revision of your CoC's local competition rating factors.	5	2
4.	Included in the development or revision of your CoC's coordinated entry process.	2	2

1D-10b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC provides professional development to individuals with lived experience of homelessness (PLEH) primarily through the Lead for Impact (LFI) program. LFI is a six-month leadership development initiative aimed at emerging CoC leaders, and while open to PLEH, two individuals with lived experience are currently enrolled. Participants learn leadership skills alongside other professionals through six learning sessions, two one-on-one coaching sessions, small group work, and the creation of a personalized leadership plan. The CoC ensures PLEH are compensated with an hourly wage for participating in CoC or Interagency Commission on Homelessness (ICH) activities.

The CoC values the inclusion of people with lived experience in leadership and decision-making roles. To support employment opportunities for PLEH, the CoC is developing agreements with partner organizations to substitute formal education requirements with lived experience. Many service providers are also using local funding to hire peer support specialists, with PLEH receiving supervision and professional development in their roles.

Additionally, CoC leadership actively shares employment opportunities within the Department of Health and Human Services and mentors members of the People's Committee—a standing ICH committee made up of individuals with recent lived experience. This year, the CoC supported members of the People's Committee to attend the Housing First Partners Conference in Atlanta, helping them gain deeper knowledge of the Housing First approach and build national connections with others working on homelessness issues.

1D-10c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

	Describe in the field below:
1.	how your CoC gathers feedback from people experiencing homelessness;
2.	how often your CoC gathers feedback from people experiencing homelessness;
3.	how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program;
4.	how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and
5.	steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

1. The ICH People's Committee gathers feedback from individuals experiencing homelessness through listening sessions at ES and congregate settings. Members attend shelter house meetings to hear residents' input, and the CoC hosts community-wide forums for open discussions. The contract monitor meets with PWLEH upon request, ensuring a safe space for dialogue. Housing programs have advisory councils of PWLEH for continuous feedback, and CoC staff conduct one-on-one interviews to better understand clients' needs.
2. The CoC gathers regular feedback from people experiencing homelessness through various channels. Monthly house meetings provide a space for direct input, while the daily Pulse for Good Kiosk allows anonymous feedback on the homeless system. Additionally, emails are sent to offer individuals a way to raise concerns or suggestions directly with CoC leadership.
3. The CoC requires all projects to conduct annual participant satisfaction surveys and report the results to the contract monitor. The People's Committee, a standing group within the Interagency Commission on Homelessness (ICH) led by individuals with recent lived experience of homelessness, also provides feedback, as many members are participants in CoC-funded PSH or RRH programs. Additionally, Pulse for Good kiosks are available at all emergency shelters, enabling participants to give anonymous real-time feedback on their experiences.
4. The CoC regularly collects feedback from individuals experiencing homelessness who have received assistance as needed. Participants can request meetings with the leadership team or communicate via email when exiting programs.
5. The CoC has addressed concerns raised by PLEH through the contract monitoring and renewal process. Feedback from PLEH about service access, delivery, safety, and grievance procedures was used to review and update the CoC's written standards.
The People's Committee, composed of individuals with recent negative shelter experiences, conducted a thorough review of adult shelter contracts. Their recommendations led to significant improvements, many of which were incorporated into new or revised emergency shelter agreements.
Additionally, the People's Committee actively participates in the NOFO Ranking and Review Process, evaluating project applications based on their inclusion of PLEH in decision-making, training on best practices, addressing specific needs of PLEH, and making changes based on their feedback.

1D-11.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.s.	

	Describe in the field below at least two steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:
1.	reforming zoning and land use policies to permit more housing development; and
2.	reducing regulatory barriers to housing development.

(limit 2,500 characters)

1. The County has been evaluating removing single-family zoning in certain areas of the county to permit higher-density housing development along transit corridors and around transportation hubs. Nothing has been adopted yet, but the plan is currently being evaluated by the County Council. In addition, in April 2024, the County adopted a Zoning Text Amendment, ZTA 24-01, which modified the zoning ordinance to allow higher density housing development on sites owned by places of worship. The intent was to encourage more residential development on underused parcels and permit the houses of worship to potential additional income while also helping their communities.

2. The County adopted a Zoning Text Amendment, ZTA 23-02, that dramatically decreased the review time of applications at Park and Planning if the project included certain levels of affordable housing. The County's Park and Planning (including the departments they work with in Montgomery County) have been working on their policies to implement this Zoning Text Amendment. In addition, the County Council passed amendments to its Right of First Refusal (ROFR) law in February 2024 to facilitate the acquisition process by removing significant impediments. The amendments simplify the process, allowing the County to preserve more affordable housing.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

1E-1.	Web Posting of Advance Public Notice of Your CoC's Local Competition Deadline, Scoring and Rating Criteria.	
	NOFO Section V.B.2.a. and 2.g.	

1.	Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC's local competition.	08/01/2024
2.	Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC's local competition.	08/01/2024

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.
Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	No

6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.		Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	115
2.	How many renewal projects did your CoC submit?	13
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	the severe barriers your CoC considered.

(limit 2,500 characters)

1. The CoC utilized HMIS and Coordinated Entry data to evaluate successful housing placements. The CoC regularly analyses exit destination data in HMIS for PH programs. The FY 2024 CoC APR was completed for all the renewal projects. For PSH programs, we divided the sum of the stayers and the people who exited to a PH destination by the total number of persons served to obtain the percentage of participants who exited or retained PH. For RRH programs, we utilized the Percentage of persons exiting to positive housing destinations in the APR.

2. The CoC utilized HMIS and Coordinated Entry data to determine the length of time from housing referral to housing move in date.

3. The ICH's Partnership and Funding (P&F) Committee, responsible for scoring & ranking projects, carefully considered the severity of needs and vulnerabilities when scoring & ranking projects. As part of the CoC's Housing First (HF)approach, all projects must accept households with low or no income, substance use history, DV survivors, individuals with criminal histories, chronic homelessness, and serious mental illness. Applicants detailed their participant populations and adherence to HF in the CoC addendum. The P&F Committee differentiated projects by assessing the percentage of households with high service needs scores for PSH and intermediate service needs for RRH, using the Montgomery County Acuity Scale. This tool assesses vulnerabilities across economic indicators (income, benefits, money management), social/emotional indicators (DV, exploitation risk, language barriers, life skills), and extreme vulnerabilities (cognitive deficits, mental health, substance use, medical conditions). Projects serving participants with higher Acuity scores received more points in the evaluation process.

4. The CoC ensures that the severity of needs is factored into performance evaluations, with 15% of the overall application score based on severity and 20% on performance measures. This balanced scoring prevents programs serving high-need individuals from being penalized for lower outcomes or higher costs. For example, a program serving those with severe needs may score total points (15) for severity but fewer (10) for performance. In contrast, a program serving lower-need households might score higher on performance but lower on severity. Special consideration points are also given to projects that remove barriers to entry for individuals with severe needs, further refining the scoring process.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.		
	NOFO Section V.B.2.e.		

	Describe in the field below:	
1.	how your CoC used input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
2.	how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
3.	how your CoC rated and ranked projects based on the degree that proposed projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and steps the projects took or will take to eliminate the identified barriers.	

(limit 2,500 characters)

1. The Interagency Commission on Homelessness (ICH) determines the funding priorities for the CoC competition and confirms all members of the Partnership and Funding(P&F) Committee. 58% of the ICH members are BIPOC, and 37% identify as Black or African American. This diverse membership provides the opportunity for shared perspectives and narratives that reflect the experience of the over-represented communities experiencing homelessness.

2. The P&F Committee leads the review, selection, and ranking process, and the recruitment of the committee members was made with an intentional focus on diversity. 60% of its members identify as Black, reflecting the demographic of over 60% of people experiencing homelessness in the CoC. The People's Committee (PC) of the ICH, which is composed of PWEH in Montgomery County, also scored a portion of the applications, with 80% of its members identifying as Black/African American. Additionally, DHHS staff supporting the P&F Committee in reviewing applications are 75% BIPOC, with 62% identifying as Black/African American.

3. All renewal and bonus projects were required to address racial disparities or outline their plans for new projects in their program implementation. The local CoC addendum included a scored question asking applicants to identify services, policies, and practices that support participants with severe barriers to participation. Another scored question focused on efforts to identify and reduce racial and ethnic disparities within their agencies. Applicants also submitted their leadership team demographics, a copy of their Diversity, Equity, and Inclusion (DEI) policy, and details on how they evaluate outcome disparities among program participants, along with initiatives to reduce these disparities. The CoC emphasized this aspect and allocated an additional 3 points based on the information provided in the CoC addendum score sheet and the review of supplementary documentation, which accounted for 8% of the total score, an increase from the previous year's 5%.

1E-4.	Reallocation–Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	

	Describe in the field below:
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

(limit 2,500 characters)

1. According to the CoC's reallocation process policy, HUD CoC program funds will be reallocated as needed to enhance CoC performance, reduce homelessness, and promote housing stability, in accordance with the strategic plan. Reallocations may occur voluntarily or involuntarily, as outlined in the policy. In recent years, the CoC has redirected funding from less critical projects to ensure all existing renewal projects align with the Strategic Plan to End Homelessness and support the goal of ending homelessness for all populations. In this year's ranking and review process, low-performing projects that meet CoC priorities but have poor outcomes may be scored lower than new projects that address service gaps and align with those priorities. However, these low-performing projects were not considered for involuntary reallocation due to their alignment with community needs. Additionally, the CoC has introduced a bonus consideration in the score sheet for projects that voluntarily reallocate part of their funds, encouraging actions that allow the creation of new projects.
2. The CoC did not identify any projects through the reallocation process.
3. The CoC followed the reallocation process and did not reallocate low performing projects during this year's competition
4. The CoC did not reallocate any low-performing programs, as all are essential for serving vulnerable homeless households. However, the scoring and reviewing committee will conduct feedback sessions to support these low-performing projects. Additionally, the contract monitor will develop corrective action plans to address performance issues. If improvements are not made, the CoC will involuntarily reallocate funds from consistently low-performing projects in future CoC competitions.

1E-4a.	Reallocation Between FY 2019 and FY 2024.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2019 and FY 2024?	No

1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	Yes
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/04/2024

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/09/2024

1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project Status–Accepted, Rejected, Reduced Reallocated, Fully Reallocated; 4. Project Rank; 5. Amount Requested from HUD; and 6. Reallocated Funds +/-.	Yes

1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	10/28/2024

1E-5d.	Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	10/28/2024

2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored–For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	WellSky

2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC

2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2024 HIC data into HDX.	04/29/2024

2A-4.	Comparable Databases for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases; and	
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database–compliant with the FY 2024 HMIS Data Standards.	

(limit 2,500 characters)

1. The CoC ensures DV housing and service providers collect appropriate and quality data using a series of spreadsheets and paper case files, both secured under strict security protocols. This data is used by the Montgomery County Victim Advisory Commission and the Betty Ann Kranke Center (BAK), the County's domestic violence shelter, to assess community needs related to domestic violence, dating violence, human trafficking, and stalking. This includes summary data on the total number of households served in domestic violence shelters, average length of stay in shelters, and exit destinations. BAK also collected the required HUD data elements. To better assess the needs of persons experiencing domestic violence in the CoC, a secure and confidential process was developed to collect personally identifiable information (PII), including name, age, gender, race, and ethnicity, as well as any other information that could disclose a person's location. All PII data is kept confidential and is not entered into the CoC HMIS system. Using unique client identification numbers for persons served at BAK, data on the project start date and end date is entered into HMIS in an isolated data structure that is not accessible to other CoC projects. This enables the CoC to include this client data in CoC-wide summary reports and allows for full inclusion of domestic violence project participants in the Coordinated Entry System.

2. According to HUD's Comparable Database Manual, spreadsheets are not relational databases and do not meet the standards to be considered HMIS comparable in nature. However, all necessary data is collected to be compliant with the HUD FY2024 Data Standards and follows privacy and confidentiality requirements.

2A-5.	Bed Coverage Rate–Using HIC, HMIS Data–CoC Merger Bonus Points.	
	NOFO Section V.B.3.c. and V.B.7.	

Using the 2024 HDX Competition Report we issued your CoC, enter data in the chart below by project type:

Project Type	Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report]	Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report]	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report]	HMIS and Comparable Database Coverage Rate [Column O of HDX Report]
1. Emergency Shelter (ES) beds	859	35	894	100.00%
2. Safe Haven (SH) beds	18	0	18	100.00%
3. Transitional Housing (TH) beds	49	21	49	100.00%
4. Rapid Re-Housing (RRH) beds	303	0	303	100.00%
5. Permanent Supportive Housing (PSH) beds	2,316	0	2,316	100.00%
6. Other Permanent Housing (OPH) beds	0	0	0	100.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section V.B.3.c.	

	For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:	
1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and	
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.	

(limit 2,500 characters)

1. N/A
2. N/A

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 p.m. EST?	Yes

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2024 PIT count.	01/24/2024

2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2024 PIT count data in HDX.	05/10/2024

2B-3.	PIT Count–Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.

(limit 2,500 characters)

1. To prepare for the PIT count, the CoC collaborated with the Youth Work Group of the Interagency Commission on Homelessness (ICH) to seek their input and notify them about the upcoming count. This group includes a range of stakeholders, such as organizations serving homeless youth, the public school system, juvenile justice services, community health workers, the Youth Action Board (YAB), and other service providers. The CoC asked them to share information about the PIT count with both homeless youth and the broader community.

Additionally, Montgomery County participates in Maryland's statewide Youth Reach count, a youth-specific effort that usually occurs in the spring over a 2-3 week period. To ensure that young people experiencing homelessness are not missed, the CoC and Youth Work Group leadership worked with the state to synchronize the timing of the two counts.

2. The CoC worked with the Montgomery County Collaboration Council for Children and Families, the agency responsible for co-leading CoC efforts to end youth homelessness to gather information about potential youth hot spots and locations where youth could be located.

3. The CoC worked with the Montgomery County Collaboration Council for Children and Families, the agency responsible for co-leading CoC efforts to end youth homelessness, and the youth drop-in center agencies to solicit volunteers during the 2024 PIT count.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	

		In the field below:
	1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
	2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
	3.	describe whether your CoC's PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs' geographic; and
	4.	describe how the changes affected your CoC's PIT count results; or
	5.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2024.

(limit 2,500 characters)

1. Prior to the 2024 PIT count, the CoC lead provided a new data clean-up tool to optimize data quality. The providers received training on how to use the tool, the necessary areas for data quality checks, and instructions on how to run the corresponding reports.

2. For the 2024 PIT count, the CoC recruited a significant number of community volunteers and CoC members to participate in the PIT unsheltered count. The PIT unsheltered count survey was updated to reflect the HUD 2024 Data standards changes. This year, the CoC provided in-person training to volunteers at two locations, as opposed to hybrid training at one location in 2023. The in-person training allowed the volunteers to better understand the survey, practice using it, and resolve issues immediately, allowing them to be more efficient with their data collection on the day of the count.

3.) N/A

4.) Due to the increased number of volunteers and the change in the training process, we were able to capture a higher number of unsheltered clients and perform a more efficient and thorough unsheltered count. The implementation of the additional data clean-up tool improved the data quality on the sheltered data in HMIS.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

2C-1.	Reducing the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	

	In the field below:	
	1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;
	2.	describe your CoC's strategies to address individuals and families at risk of becoming homeless; and
	3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time

(limit 2,500 characters)

1. Using local data and research on community-level indicators of homelessness, the CoC created a Homeless Prevention Index to identify communities most at risk of homelessness. The tool combines data on social determinants, COVID-19 impact, and housing burden to determine the census tracts within the county with the highest composite score. Eviction/Homeless Prevention Rental assistance is prioritized for residents in these census tracts. The CoC uses HMIS data and data from other systems of care to determine risk factors at the individual level. Prevention providers also provide feedback about emerging trends based on their work with at-risk households.

2. As part of the Coordinated Entry System, DHHS is the primary point of contact for residents at risk of homelessness and operates three sites throughout the CoC where individuals and families can apply for emergency housing assistance. The CoC built on the success of using centralized intake/homeless diversion for families seeking shelter and implemented a parallel process for adult-only households. Any household seeking emergency shelter is engaged in a homeless diversion discussion. Flexible funds are available to keep the households in place, and other services, including problem-solving, conflict mediation, and education on tenants' rights, are offered prior to shelter placement. Local data on returns showed that many people were entering homelessness from an institution. In response, the CoC has focused on providing diversion training for hospitals and MH/SUD treatment programs to prevent people from being discharged to homelessness. Finally, the CoC provided a permanent shallow rental subsidy for households at imminent risk of homelessness and who have a family member with a disability or who is over 55 years old. In the last two years the max benefit amount increased from $200 to $503 to account for rises in rent for the shallow subsidy.

3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

	Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:	

1.	natural disasters?	No
2.	having recently arrived in your CoC's geographic area?	Yes

(limit 2,500 characters)

The CoC had an increase in the First Time homeless individuals seeking shelter or housing assistance due to having recently arrived in the COC's geographic area. The number of first time homeless increased by 11%. The first time homeless persons were served by CoC. The support provided to persons recently arriving in the CoC's geographic area included shelter, shared rentals, RRH, and PSH. The Outreach Teams also provided engagement and supportive services to individuals experiencing unsheltered homelessness. Services provided by the outreach team included access to shelter, local entitlement programs, referrals to the CES for permanent housing, and RRH through the COC.

2C-2.	Reducing Length of Time Homeless–CoC's Strategy.	
	NOFO Section V.B.5.c.	

	In the field below:
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1. The CoC continues to address housing barriers such as high rent, low vacancy rates, and high rates of evictions. To mitigate these challenges, the CoC has responded in various ways. The CoC lead office increased enrollment in a landlord risk mitigation fund that offers incentives to landlords to house people exiting homelessness and provides insurance for unpaid rent or damages. The County enacted the Housing Justice Act that provides protections for rental applicants with criminal records. The CoC works with Fair Housing and the Office of Legislative Oversight to enforce the legislation. The CoC created two housing programs providing rental assistance and cash exit bones for households exiting homelessness and offered incentives to persons exiting homelessness to permanent housing more quickly. Incentives include furniture items and a laptop. The CoC lead office organized Housing Fairs at emergency shelters to inform shelter guests of new programming, answer questions, and same-day referrals to housing. The CoC partners created a "corporate lease" permanent supportive housing project targeted for unsheltered individuals unlikely to complete paperwork or sign a lease. The CoC received the Unsheltered NOFO grant which increases the resources available to this population. The CoC employs a Housing Locator team focused on developing new and nurturing existing relationships with property managers and private landlords. It distributes a weekly email listing of housing vacancies to CoC providers, partners with the Dept of Housing and Community Affairs to prioritize homeless households for Moderately Priced Units, and supports participants in addressing issues of denial or discrimination.

2. Through the Coordinated Entry System and reports generated by HMIS, the CoC identifies and houses individuals and families with the longest lengths of time (LOT) homeless. The By-Name list is reviewed biweekly for prioritization and quarterly to assess performance at both the project and system levels, focusing on exits to permanent housing and LOT. Monitoring LOT helps the CoC prioritize housing placements based on vulnerability and duration of homelessness. Contract monitors provide support to providers through case conferences intended to help providers identify new resources or interventions.

3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-3.	Successful Permanent Housing Placement or Retention –CoC's Strategy.	
	NOFO Section V.B.5.d.	

	In the field below:
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

(limit 2,500 characters)

1. The CoC uses various strategies to increase the rate of exits to housing. The CoC utilized the COVID Rent Relief Program to provide a 6-month subsidy to households exiting homelessness and a direct cash assistance Exit Bonus that provided $5000 for individuals and $8000 to families exiting shelter. The CoC offered a $6000 Exit Bonus to Veterans to support efforts to end Veteran homelessness. The CoC utilized local funding for the Short-term Housing and Resolution Program (SHaRP). The program provided a security deposit, and up to 12 months of rental subsidy for households who only require moderate case management. SHaRP worked with households moving to other jurisdictions by providing a security deposit and up to 3 months of rental subsidy. The CoC expanded PSH slots through the Unsheltered NOFO, providing 72 PSH slots for those with a history of unsheltered homelessness.

2. The CoC maintains a high rate of housing retention in PSH due to a commitment to Housing First and by rehousing households at risk of returning to homelessness. The CoC increased housing retention through the shallow permanent housing subsidy that affords a rental subsidy of up to $503, creating an opportunity for households exiting RRH to remain housed. The CoC continues to partner with in-home behavioral and physical health programs to permit households in PSH to remain housed rather than exiting to an institution.

3. The DHHS Chief of Services to End and Prevent Homelessness is responsible for the strategy.

| | 2C-4. | Reducing Returns to Homelessness—CoC's Strategy. | |
| | | NOFO Section V.B.5.e. | |

		In the field below:
	1.	describe your CoC's strategy to identify individuals and families who return to homelessness;
	2.	describe your CoC's strategy to reduce the rate that individuals and families return to homelessness; and
	3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1. The CoC uses HMIS disaggregated data reports to track exit destinations and subsequent returns to homelessness by project type. Data analysis is conducted to identify trends in exit reasons, disparities, or frequent occurrences in a particular program. The data is used to determine which project types may need additional resources to reduce the risk of returns to homelessness.

2. Data analysis by project type informs the CoC's strategy for reducing returns to homelessness. Housing providers utilize various best practices to help clients achieve housing stability. Critical Time Intervention (CTI) is used to help program participants transition to housing, and this support has demonstrated success in helping with long-term housing stability. The CoC utilizes diversion services to assist households in identifying safe alternatives to sheltered or unsheltered homelessness. In addition, the CoC Lead office has implemented a transfer process that allows the PSH provider and client to request a transfer to another program if their needs are unmet by the current provider or rental unit. This process helps to reduce the number of clients who exit housing to homelessness.

3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	

	In the field below:
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

(limit 2,500 characters)

1. The CoC formed a workgroup on Workforce Development. They meet with vocational service program providers monthly to assess service gaps and training opportunities to add resources to the CoC. The group supports job seekers with multiple barriers to employment by conducting outreach to employers to inform them of resources available to employers. Many of the homeless service providers in the CoC offer education and job training programs. These providers maintain relationships with employers who have hired CoC clients to ensure continued support. The CoC is working to strengthen relationships with new employment partners that offer internships and employment opportunities. This includes working with local business improvement groups and the Chamber of Commerce to connect employers to job seekers. The CoC Lead contracted a local employment service provider with expertise in working with people experiencing homelessness, CareerCatchers. To date, CareerCatchers has processed 565 referrals and served over 300 individuals. Of those served, 77% gained employment and 85% maintained employment after six months. Fifty-five percent of clients served completed some sort of workforce development training. The impact on the local economy includes adding about $8 million in annualized income. The CoC has emphasized the need to focus on employment in Rapid Rehousing programs, which will lead to housing stability, and allow the CoC to serve more households annually.

2. The CoC works with mainstream employment groups such as WorkSource Montgomery, Cornerstone Montgomery, DORS, and Equus to help persons experiencing homelessness increase their income. WorkSource Montgomery operates the American Jobs Centers, which provides help with job search, resume writing, referrals to training programs, and work readiness training. WorkSource Montgomery offers specialized help for youth and persons with criminal histories to obtain employment. Cornerstone Montgomery and DORS provide assessment, work readiness training, supportive employment, and placement services to persons with disabilities. Equus, the area's Welfare to Work agency, provides job readiness, workforce experience, employment coaching, and job search assistance to families receiving TANF benefits.

3. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

2C-5a.	Increasing Non-employment Cash Income–CoC's Strategy	
	NOFO Section V.B.5.f.	

		In the field below:
	1.	describe your CoC's strategy to access non-employment cash income; and
	2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,500 characters)

1. CoC providers collaborate with program participants to determine eligibility and support in their application for benefits such as TANF, SNAP, WIC, state Temporary Disability Assistance Payments, SSI, SSDI, Home Energy Assistance, and other non-employment cash assistance. CoC project case managers use a trauma-informed approach to develop a trusting relationship, which enables them to help clients navigate application forms and barriers to obtaining documentation. Outreach providers and emergency shelter staff are encouraged to attend SOAR training. The CoC Local Behavioral Health Administration provides SOAR-certified staff to assist in obtaining SSI/SSDI. In addition, the CoC Lead office offers training about mainstream benefits and programs through the Montgomery County Department of Health and Human Services Center for Continuous Learning. Households apply for benefits through the DHHS Office of Eligibility and Support Services (OESS) and the Office of Home Energy Program. Income assessments are completed at program entry and revisited as needed by case managers to prevent gaps in the receipt of benefits. The HMIS is used to document the cash and non-employment cash benefits, and contract monitors use this data to inform conversations with partners about access and barriers to resources and possible solutions.

2. The Montgomery County Department of Health and Human Services, Chief of Services to End and Prevent Homelessness is responsible for overseeing this strategy.

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

	If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.	

Project Name	Project Type	Rank Number	Leverage Type
Interfaith Works ...	PH-RRH		Healthcare

3A-3. List of Projects.

1. What is the name of the new project?   Interfaith Works Rapid Rehousing for Families

2. Enter the Unique Entity Identifier (UEI):

3. Select the new project type: PH-RRH

4. Enter the rank number of the project on your CoC's Priority Listing:

5. Select the type of leverage: Healthcare

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

	Is your CoC requesting funding for any new project application requesting $200,000 or more in funding for housing rehabilitation or new construction?	No

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

		If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:
	1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
	2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

1. N/A
2. N/A

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

	3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serve Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
		NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No

	3C-2.	Cost Effectiveness of Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
		NOFO Section V.F.	

		You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.
		If you answered yes to question 3C-1, describe in the field below:
	1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
	2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

1. N/A
2. N/A

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

4A-1.	New DV Bonus Project Applicants.	
	NOFO Section I.B.3.j.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name		
This list contains no items		

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3.	We prefer that you use PDF files, though other file types are supported–please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4.	Attachments must match the questions they are associated with.
5.	Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process.
6.	If you cannot read the attachment, it is likely we cannot read it either.
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
	. We must be able to read everything you want us to consider in any attachment.
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	MD-601 PHA Homele...	10/24/2024
1C-7. PHA Moving On Preference	No	MD-601 PHA Moving...	10/24/2024
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/24/2024
1D-2a. Housing First Evaluation	Yes	MD-601 Housing Fi...	10/24/2024
1E-2. Local Competition Scoring Tool	Yes	MD-601 Local Comp...	10/24/2024
1E-2a. Scored Forms for One Project	Yes	MD-601 Scored For...	10/24/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	1E-5. Notificatio...	10/24/2024
1E-5a. Notification of Projects Accepted	Yes	1E-5a. Notificati...	10/24/2024
1E-5b. Local Competition Selection Results	Yes	Local Competition...	10/24/2024
1E-5c. Web Posting–CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		

2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	MD-601_2024 Compe...	10/24/2024
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No	KCM.IW.HealthCare...	10/25/2024
3C-2. Project List for Other Federal Statutes	No		
Other	No	2024 NOFO Announc...	10/26/2024

Attachment Details

Document Description: MD-601 PHA Homeless Preference.pdf

Attachment Details

Document Description: MD-601 PHA Moving on Preference.pdf

Attachment Details

Document Description: Lived Experience Support Letter

Attachment Details

Document Description: MD-601 Housing First Evaluation

Attachment Details

Document Description: MD-601 Local Competition Scoring Tool

Attachment Details

Document Description: MD-601 Scored Forms for One Project FY24

Attachment Details

Document Description: 1E-5. Notification of Projects Rejected-Reduced

Attachment Details

Document Description: 1E-5a. Notification of Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results 2024 NOFO

Attachment Details

Document Description: MD-601 Web Posting of CoC project priority listings

Attachment Details

Document Description:

Attachment Details

Document Description: MD-601_2024 Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description: KCM.IW.HealthCare.Agreement IW Bonus

Attachment Details

Document Description:

Attachment Details

Document Description: 2024 NOFO Announcement to CoC

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	10/23/2024
1B. Inclusive Structure	10/26/2024
1C. Coordination and Engagement	Please Complete
1D. Coordination and Engagement Cont'd	10/27/2024
1E. Project Review/Ranking	10/26/2024
2A. HMIS Implementation	10/26/2024
2B. Point-in-Time (PIT) Count	10/26/2024
2C. System Performance	10/26/2024
3A. Coordination with Housing and Healthcare	Please Complete
3B. Rehabilitation/New Construction Costs	10/26/2024
3C. Serving Homeless Under Other Federal Statutes	10/26/2024

4A. DV Bonus Project Applicants	10/26/2024
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Notes:

3A. Coordination with Housing and Healthcare list contains 1 incomplete item.

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Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAIT LIST

</div>

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

<u>INTRODUCTION</u>

It is HOC's objective to ensure that families are placed in the proper order on the wait list and selected from the wait list for admission in accordance with the policies in this Administrative Plan.

This chapter explains how HOC will administer its consolidated wait list for all of its housing programs, including the tenant-based and project-based voucher wait lists, hereinafter referred to as the consolidated list or master list. The tenant-based wait list has six local preferences that HOC adopted to meet local housing needs, define the eligibility criteria for the preferences, and explain HOC's system of applying them. The wait list for housing subsidized with project-based vouchers is maintained as a sub list within the consolidated list. Any family selected to be housed utilizing a project-based voucher is only eligible for a specific bedroom sized unit based on their family size.

By maintaining an accurate wait list, HOC is able to perform the activities which ensure that an adequate pool of qualified applicants is available, so that program funds are used in a timely manner. Each family on the tenant-based wait list may also have its name on the project-based wait list.

A.   <u>MANAGING THE WAIT LIST</u>

Opening and Maintaining the Wait List

Opening of the wait list will be announced with a public notice stating that applications for public housing, Housing Choice Voucher and all other wait lists maintained by the **Housing Opportunities Commission of Montgomery County (HOC)** will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media, including social media. The public notice will state any limitations on who may apply. Wait lists for all sub-jurisdictions and Countywide will be opened and closed at the same time.

The notice will state that applicants already on wait lists for other housing programs must apply separately for this program and such applicants will not lose their place on other wait lists when they apply for public housing. The notice will include the Fair Housing logo and slogan, and will be in compliance with Fair Housing requirements.

HOC intends for the wait list to remain open indefinitely; however, if the Executive Director decides to close the list, the closing of the wait list will also be announced with a public notice. This public notice will state the date the wait list will be closed, and it will be published in a local newspaper of general circulation and by any available minority media, including social media.

Organization of the Wait List

In July 2015, HOC merged its existing sub-jurisdictional wait lists for the Housing Choice Voucher program and all other housing programs into one combined wait list, referred to herein interchangeably as merged list, master list, merged master list, or wait list, except as specifically noted.

In conjunction with the merge of all of HOC's wait lists, HOC opened its merged master wait list for all

programs, and left the merged list open indefinitely or until such time as a determination is made by the Executive Director that there is cause to close the wait list, at which time proper notice will be posted in a local newspaper of general circulation and by any available minority media, including social media.

Only one application may be submitted and it must be submitted by the head of household or his/her designee.

The wait list is maintained in accordance with the following guidelines:

1. The application will be a permanent file. Any contact between HOC and the applicant will be documented in the electronic applicant file.

2. All applications will be maintained in order of date and time of application, and applicable preference(s).

3. Under the merged wait list, one master list is maintained electronically through a proprietary program. All applications and updates to an application are submitted electronically through a proprietary on-line web portal. Paper and telephone submissions are not permitted. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.

4. All applicants must give notice of any changes to their application within two weeks of a change. Changes include: change of mailing address, change of email address, change of phone number, change in family composition, change in income, or changes in factors affecting preference points. As noted in paragraph 3, all changes must be done electronically because paper and telephone submissions are not accepted. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic update submissions.

5. The master wait list is updated daily and applicants' wait list profiles are accessible via the internet on a 24-hour basis.

6. For the Housing Choice Voucher program, HOC maintains one merged master list in order of date-time stamp and any applicable preference(s). However, within the master list there are sub-sorted separate lists for certain programs and properties. This includes the Choice Mobility wait list for those customers eligible for

project-based to tenant-based subsidy conversion. See Chapter 22 of this Administrative Plan for more information.

7.   HOC entered into Housing Assistance Payments (HAP) contracts to subsidize units at several properties that are operated by third-party managers and/or owners. The individual, property-specific wait lists for these properties are included within the master list but are sorted separately to only reflect applicants who satisfy the various property and programmatic eligibility criteria. More specifically, the details regarding these property-specific wait lists are as follows:

   i.   HOC maintains separate wait lists for Arcola Towers, Elizabeth House, Holly Hall, and Waverly House, which are housing facilities operated for the benefit of senior and/or disabled customers.

   ii.   HOC entered into a HAP contract to subsidize units at Emory Grove, Ken- Gar, Parkway Woods, Sandy Spring Meadow, Seneca Ridge, Town Centre Place, and Washington Square as required as part of the Rental Assistance Demonstration (RAD) program, and required Housing Choice Vouchers. The individual wait lists created for these RAD properties are included in the merged master list but are sorted separately to reflect only those applicants who are eligible for these properties.

   iii.   HOC entered into HAP contracts to subsidize units at several properties that are managed by third-party managers and/or owners. These properties provide supportive services to at-risk populations in the form of Housing Choice Vouchers. Applicants for these programs must meet stringent requirements and are ranked by date and time of application only. The individual wait lists created for these properties are included in the merged master list but are sorted separately to reflect only those applicants who are eligible for these properties.

8.   Contact between HOC and wait list applicants for the purposes of selection from the list is documented in the applicant's wait list file.

Implementation of RAD Wait List Provisions

Former public housing (PH) applicants and residents receive priority consideration on the site-based wait lists created within *HOC Housing Path*, HOC's electronic wait list. Prior to the opening of the HOC Housing Path wait list, HOC mailed to all former PH wait list applicants a post card notifying them of the new wait list and instructed them to submit an application. The following policies describe how former PH applicants and residents receive priority consideration for housing at all of HOC's RAD-converted properties and at properties with Project-Based Voucher (PBV) assistance provided using the non-competitive selection process created by the Housing Opportunities Through Modernization Act (HOTMA), and described in Chapter 22, Section G of this Administrative Plan.

In order to provide former PH applicants with the best opportunity to be housed at one of the RAD properties, HOC adopted and follows the procedures listed below:

- Analyze HOC Housing Path to identify former PH wait list applicants and residents that have submitted a new application.
- Issue notices to former PH wait list applicants and residents informing them that they are eligible to receive priority consideration for housing at RAD properties, and instruct them to respond to the notice if they would like to be considered.
- Former PH applicants and residents who respond, but have not submitted a new HOC Housing Path application will be instructed to do so.
- For those families who respond to the notice and/or have submitted a new HOC Housing Path application, HOC will create a separate pool of applications that will receive priority consideration for vacancies at HOC's RAD properties.
- As vacancies become available at RAD properties, applicants will be selected from the priority pool based on their date and time of application to Housing Path.

B.   WAIT LIST CUSTOMERS (FAMILIES)

All wait list applicants are required to maintain an e-mail address. To the extent an applicant chooses to use the e-mail address of another person, the applicant is solely responsible for receiving information sent to the listed email address and lack of access to that account is not considered a valid excuse for missing notices. To the extent a family does not have an e-mail address, HOC can assist the family in obtaining a free email account. The applicant is responsible for notifying HOC of any change in their e-mail address. HOC maintains public use computers at all of its HUB locations. Public use computers are also widely available at other public locations such as local libraries. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.

All wait list applicants are required to list an address in their Housing Path application. If the applicant is homeless or does not have a permanent address, the applicant can choose to list the address of another person, so long as it is not the address of a current voucher holder. This address is used to send any paper correspondence to the applicant, including required paperwork as part of the selection process. The applicant is solely responsible for receiving information sent to the listed address and lack of access to mail at that address is not considered a valid excuse for missing notices or paperwork. The applicant is responsible for notifying HOC of any change in address.

Treatment of Single Applicants

Single applicants are treated as any other eligible family on the wait list for the tenant-based and project-based voucher wait lists.

C.   WAIT LIST [24 CFR 982.204]

Tenant-Based Voucher

HOC uses a consolidated wait list for the admission of all of its housing programs. The

consolidated list includes a sub list for admissions to the tenant-based voucher assistance program.

Except for Special Admissions, applicants are selected from the consolidated wait list in accordance with the policies, preferences, and income targeting requirements defined in this Administrative Plan.

HOC will maintain information that permits proper selection from the wait list. The

wait list contains the following information for each applicant listed:

- Applicant Name

- Family Unit Size (number of bedrooms family qualifies for under HOC's subsidy standards)

- Date of application

- Qualification for any local preference(s)

- Racial or ethnic designation of the head of household

- Targeted program qualifications

Project-Based Voucher

HOC maintains separate sub lists for admissions to the project-based voucher (PBV) assistance program. Any applicant that submits an application to the master wait list is also considered for inclusion on the PBV wait list.

Except for Special Admissions, applicants are selected from HOC's wait list in accordance with the policies, preferences, and income targeting requirements defined in this Administrative Plan.

Families are selected from the PBV wait list based on the bedroom size of the unit available at the time of selection.

HOC must maintain information that permits proper selection from the wait list. The

wait list contains the following information for each PBV applicant listed:
- Applicant Name
- Family Unit Size (number of bedrooms family qualifies for under HOC's subsidy standards)

- Date of application

- Qualification for any local preference(s)

.   Racial or ethnic designation of the head of household

.   Targeted program qualifications

D.   <u>**SPECIAL ADMISSIONS**</u> [24 CFR 982.54(d)(e), 982.203]

If HUD awards HOC program funding that is targeted for specifically named families, HOC must admit these families under a Special Admission procedure.

Special admissions families are admitted outside of the regular wait list process. They may not have to qualify for any preferences, nor are they required to be on the program wait list. HOC administers two Special Programs and maintains separate records of these admissions.

<u>The Family Unification Program (FUP):</u>

The Family Unification Program (FUP) qualifies for special admissions as long as the individuals referred to HOC meet the program definition.

> Family Unification Program-Eligible Family (A family that the Public Child Welfare Agency (PCWA) has certified as a family for whom a lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the HOC has determined is eligible for a Housing Choice Voucher.)

> Family Unification Program-Eligible Youth (A youth that the Public Child Welfare Agency (PCWA) has certified to be at least 18 years old and not more than 24 years old (has not reached his/her 25th birthday) who left foster care at age 16 or older and who does not have adequate housing, and that HOC has determined is eligible for a Housing Choice Voucher.)

<u>Emergency Housing Vouchers (EHV):</u>

HOC administers 118 Emergency Housing Vouchers (EHVs). Eligible EHV applicants are referred to HOC from the Continuum of Care (CoC) via the Department of Health and Human Services (HHS). HOC can accept direct referrals outside of HHS to facilitate an emergency transfer in accordance with the Violence Against Women Act (VAWA) as outlined in HOC's Emergency Transfer Plan, or if HHS lacks a sufficient number of eligible families to refer. HOC must enter into Memorandum of Understanding (MOU) with a Victims Service Provider (VSP) to accept EHV referrals apart from HHS.

HOC must maintain a separate waitlist for EHV referrals at initial leasing and for any turnover vouchers. HOC cannot issue an EHV subsequent to September 30, 2023. Provided that the re-issuance date is prior to September 30, 2023 the term of the EHV may extend beyond September 30, 2023.

EHV Eligibility Criteria:

Eligible applicants must meet one of the four eligibility categories:

- Homeless,
- At risk of homelessness,
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking, or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

EHV customers are not required to meet the local residency preference to live or work in Montgomery County. Additionally, income targeting requirements are not applicable for EHV families. EHV households can range from extremely low incomes (30% AMI) to low incomes (80% AMI).

HOC cannot deny program admission for the following reasons, pursuant to Title 24 part 982.552 and 982.55 of the Code of Federal Regulations (CFR):

- If any member of the family has been evicted or terminated from federally assisted housing
- The family owes rent or other amounts owed to a Public Housing Authority ("PHA") in connection with Section 8 or Public Housing assistance
- The family has not reimbursed any PHA for amounts paid to an owner under a Housing Assistance Payment ("HAP") Contract for rent, damages to the unit or other amounts owed by the family under the lease
- The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA
- The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA
- The PHA determines that any household member is currently engaged in or has engaged in drug-related criminal activity, during a reasonable time before the admission

HOC will deny program admission for the following reasons pursuant to Title 24 part 982.553 of the CFR:

- If any member of the household has been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing
- If any member of the household is subject to a lifetime registration requirement under a

4-10

State sex offender registration program
- If any household member is currently engaged in, has engaged in violent criminal activity within the last 12 months
- If any household member has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program within the previous 12 months.
- If any household member engaged in or threatened abusive or violent behavior toward HOC personnel within the previous 12 months

Voucher Issuance/Lease Term

HOC will issue the EHV voucher for a term of 120 days. The initial lease term for EHV households can be for a period less than 12 months, regardless of whether the shorter term is the prevailing market practice.

Services
HOC will assist EHV households by providing the following services based on documented need based and funding availability:
- Housing Location - EHV applicants will receive housing location assistance from HOC and/or the CoC. This includes helping the family identify and visit available units, providing transportation assistance and directions, assisting with the completion of rental applications and HOC forms and helping to find an accessible unit that meets the needs of a disabled household.
- Transportation Assistance – HOC will provide transportation assistance to EHV households to help them view and select housing units. HOC will provide up to $150 in transportation assistance per EHV household based on documented need and funding availability.
- Security Deposit - HOC will provide security deposit assistance to EHV households to help them secure housing. HOC will provide up to $2,500 in security deposit assistance per EHV household based on documented need and funding availability. If refundable, the security deposit will be refunded to HOC for future use of eligible EHV households.
- Application Fee/Holding Fee - HOC will provide application and/or holding fee assistance to EHV households to help them secure housing. HOC will provide up to $200 in application and/or holding fee assistance per EHV household based on documented need and funding availability.
- Moving Expenses - HOC will provide moving assistance to EHV households. HOC will provide up to $1,800 moving expenses per EHV household based on documented need and funding availability.
- Essential Household Items - HOC will provide EHV households with assistance to secure essential household items. HOC will provide up to $200 in assistance for essential household items per EHV household based on documented need and funding availability.
- Renters Insurance - HOC will provide EHV households with assistance to secure

renter's insurance. HOC will provide up to $175 in assistance for renter's insurance per EHV household based on documented need and funding availability.

- Furniture - HOC will provide EHV households with assistance to secure furniture. HOC will provide up to $1,000 in assistance for furniture per EHV household based on documented need and funding availability.

Portability

EHV applicants can immediately port to another jurisdiction of their choice. The requirement to have a legal domicile in Montgomery County at the time of the application submission is waived. HOC cannot restrict an EHV family from exercising portability options because they are a non-resident applicant.

If the EHV family moves to another jurisdiction that does not administer an EHV Program, the receiving PHA may absorb the family into its regular HCV program or bill the initial PHA.

If the EHV family moves to another jurisdiction that administers an EHV program, the receiving PHA may only absorb the EHV family with an available EHV allocated voucher. If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA.

The EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.

Initial Certification Exam

HOC can accept income calculations and verifications from third party providers or an examination that HOC conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as the income was calculated in accordance with the rules outlined at Title 24 CFR Part 5 within the last six months, and the family certifies there has been no change in income or the family composition in the interim. At the time of the family's annual reexamination, HOC must conduct the annual reexamination of income as outlined in 24 CFR 982.516.

EHV applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of HOC's request.

HQS Inspections

HOC can pre-inspect available units that EHV Families may be interested in leasing. If an EHV family selects a unit that passed a HQS inspection within 45 days of the date of the Request for Tenancy Approval (RFTA) Form, the unit may be approved as long as it meets all other conditions under Title 24 part 982.305 of the CFR.

Interim Examinations

When adding a family member after the EHV family has been placed under a Housing Assistance Payment (HAP) Contract, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption or court-awarded custody of a child, the HOC must approve additional family members and may apply its regular screening criteria in doing so.

EHV applicants may provide third-party documentation which represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of HOC's request.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit.

1. A family displaced because of demolition or disposition of a public or Indian housing project;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the wait list, are identified in HOC's database with special codes.

At turnover:

If a voucher issued to an FUP-eligible family or FUP-eligible youth under the FUP program is terminated, the voucher is reissued to the extent practicable, to another FUP-eligible family or FUP-eligible youth. If the award on turnover is not practicable, FUP vouchers may be used by HOC for such families based upon local needs.

If a customer served through Special Admissions in the FUP program is on an HOC Program Admissions Wait List (Tenant Based Voucher or Project Based Voucher), the client remains eligible on the wait list for the period of time the list is active. If a client is selected from the Program Wait List and utilizes the voucher, the FUP voucher is reissued, to the extent practicable, to another FUP-eligible family or FUP-eligible youth.

E. **WAIT LIST PREFERENCES** [24 CFR 982.207]

When a family is selected from the wait list, the family is invited to an interview and the verification process begins. It is at this point in time that the family's wait list preference(s) are verified. To qualify for a preference, an applicant must provide verification that shows he or she qualified either at the time of the initial application or at the time of selection from the wait list. However, placement based upon preference is dependent on the family still qualifying for the preference at the time of selection.

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If the family no longer qualifies to be near the top of the list, because the family does not qualify for a preference, then the family's preference status is removed. Importantly, however, the family will remain on the wait list based upon their original date and time of application. HOC must notify the family in writing of this determination and give the family the opportunity for an informal hearing to appeal the decision.

Once a preference is verified, the family completes a full application, presents Social Security number information, citizenship/eligible immigrant information, and signs the Consent for Release of Information forms.

An applicant is not granted any local preference for the tenant-based and project-based voucher wait lists if any member of the family was evicted from housing assisted under a HUD 1937 Housing Act program during the past three years because of drug-related criminal activity or felonious charged criminal activity.

HOC will grant an exception to such a family if:

- The responsible member has successfully completed a rehabilitation program;
- The evicted person clearly did not participate in or know about the drug-related activity; and/or
- The evicted person no longer participates in any drug related criminal activity.

If an applicant makes a false statement in order to qualify for a local preference, HOC will deny the local preference.

F. __LOCAL PREFERENCES__ [24 CFR 5.410]

HOC offers public notice when changing its preference system and the notices are publicized using the same guidelines as those for opening and closing the wait list.

HOC uses the following local preference system:

First Local Preference – Displacement: Families who are displaced as a result of a fire, flood, natural disaster, State or County redevelopment project, or a change in the nature of a project that is part of the County plan for maintaining affordable housing, and who are referred by the County Executive's Office. A signed certification from the County Executive's office is required for the family to qualify for this preference. [Two Points]

Second Local Preference – Residency preference for families who live, work, or have a bona fide offer to work in Montgomery County. To qualify for this preference, evidence is required either at the time of application or at the time of selection from the wait list. HOC will treat graduates of, or active participants in, education or training programs in Montgomery County as residents of Montgomery County if the education or training program is designed to prepare individuals for the job market. To qualify and satisfy this preference, graduates must have graduated after the initial application for housing. [One Point]

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Third Local Preference – HUD funded 2006 Main Stream Disabled (MSD) program; 15 units. [Two Points]

Fourth Local Preference – Veterans: Preference is given for ten (10) veterans and their families. The applicant must be at least 18 years old and a veteran.

HOC verifies the preference with a list of homeless veterans and their families provided by the Montgomery County Department of Health and Human Services (DHHS). [Three Points]

Fifth Local Preference – Families with Histories of Homelessness: Preference is given for ten (10) families with histories of homelessness who are currently housed within the Montgomery County Homeless Continuum of Care. The applicant must be at least 18 years old and have at least one minor child (under the age of 18) within the household.

HOC verifies the preference by receiving direct referrals from the Montgomery County Department of Health and Human Services (DHHS). [Three Points]

Sixth Local Preference – HUD funded 2017/2018 Mainstream Disabled (MSD) Grant program: Preference is given for Non-Elderly Disabled (NED) families who meet at least one of the following criteria:

1. Transitioning out of institutional or other segregated settings;
2. At serious risk of institutionalization;
3. Homeless; or
4. At risk of becoming homeless.

NED is defined as disabled persons aged 18-62 and can include any member of a household. Eligibility for this preference is initially indicated based on responses to questions on HOC's wait list, which are designed to capture these criteria. Once a NED family is called up for a subsidy based on this preference, HOC staff conducts comprehensive verification of the preference qualifications, as explained in Section M of this Chapter. [Three Points]

Treatment of Single Applicants

Single applicants are treated as any other eligible family on the wait list for the tenant-based and project-based voucher wait lists.

G.   INCOME TARGETTING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year HOC reserves a minimum of seventy-five (75) percent of its Section 8 new admissions for families whose incomes do not exceed thirty (30) percent of the area median income (AMI). HUD refers to these families as "extremely low-income families." HOC must admit families who qualify under the

Extremely Low-Income limit to meet the income targeting requirement, regardless of preference. This policy applies to the tenant-based and project-based voucher waitlists.

HOC's income targeting requirement does not apply to low-income families continuously assisted, as provided for under the 1937 Housing Act.

HOC is also exempted from this requirement when HOC provides assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based voucher program as a result of a mortgage prepayment or opt-out.

H.   INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION

[24 CFR 5.415]   May 2017

At the time of application, an applicant's entitlement to a local preference may be made on the following basis:

> An applicant's certification that they qualify for a preference is accepted without verification at the pre-application. When the family is selected from the wait list for the final determination of eligibility, the preference is verified. To Qualify for the preference, an applicant must provide verification that shows he or she qualified either at the time of the pre-application or at the time of certification.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant is returned to the wait list (tenant-based or project-based) without the local preference, and given an opportunity for an office meeting.

I.   TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular wait list. When a specific type of funding becomes available, the tenant-based and project- based voucher wait lists are searched for the first available family meeting the targeted funding criteria. HOC reserves the right to use this assistance under the "Interim Use" policy. [See Glossary under "Interim Use" for definition].

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system. HOC has the following "Targeted" Programs:

- Veterans Affairs Supportive Housing (VASH)
- Mainstream Allocation Plan for Persons with Disabilities
- Voucher allocation for Non-Elderly Persons with Disabilities in Support ofDesignated Housing Plans

For any voucher allocation for Non-Elderly Persons with Disabilities (NED) in Support of Designated Housing Plans, HOC identifies a non-elderly disabled family, as defined by HUD, on HOC's wait list that will not be housed due to an approved or submitted Designated Housing Plan.

At turnover:

Re-issuance upon turnover of vouchers in the Non-Elderly Persons with Disabilities in Support of Designated Housing Plans 2008 allocation will be to Non-Elderly Persons with Disabilities on the wait list.

5.410] **Change in Circumstances**

Changes in an applicant's circumstances while on the wait list may affect the family's entitlement to a preference. Applicants are required to update their on-line application when their circumstances of change.

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

HOC maintains a consolidated master wait list for all of its housing programs. An applicant is considered for admission to any program for which they are eligible until such time that documentation is presented which establishes a customer as ineligible for a given housing program(s). If a customer is determined ineligible for the voucher program, their application is maintained on the consolidated wait list so that they may continue to be considered for other housing opportunities.

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State, or local housing subsidy, as determined by HUD, including public housing.

HOC may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

. Refuse to list the applicant on the wait list for tenant-based voucher assistance;

J. **PREFERENCE AND INCOME TARGETING ELIGIBILITY** [24 CFR

. Deny any admission preference for which the applicant is currently qualified;

. Change the applicant's place on the wait list based on a preference, date of application, or other factors affecting selection under HOC's selection policy; or

. Remove the applicant from the wait list.

However, HOC may remove the applicant from the wait list for tenant-based assistance if HOC has offered the applicant assistance under the Project-Based Voucher program.

K. **ORDER OF SELECTION** [24 CFR 982.207(e)]
HOC's method for selecting applicants from a preference category leaves a clear audit trail which

can be used to verify that each applicant was selected in accordance with the method specified in the Administrative Plan. **Tenant-Based Voucher Wait List**

Local Preferences

HOC provides the following system to apply local preferences:

> Each preference receives an allocation of points. The more preference points an applicant receives, the higher the applicant's position on the wait list.

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the tenant-based voucher wait list was organized by the lottery selection process for the first 365 days after the wait list was opened in the summer of 2015. Thereafter, applicants with equal preference status on the tenant-based voucher wait list are organized by date and time stamp.

Project-Based List

HOC provides the following system to apply local preferences:

Each preference receives an allocation of points. The more preference points an applicant receives, the higher the applicant's position on the wait list.

The PBV sub list is organized by family size and the corresponding bedroom size as follows:

- . One and two person families are eligible for a one-bedroom unit.

- . Three and four person families are eligible for a two- bedroom unit.

- . Five and six person families are eligible for a three- bedroom unit.

- . Seven and eight person families are eligible for a four- bedroom unit.

Exceptions to this policy are made in accordance with HOC's policies of reasonable accommodation for persons with disabilities.

The number of persons per bedroom is subject to compliance with the Montgomery County Code, Chapter 26-5, Space, Use, and Location. Paragraph (b) of Chapter 26-5 is shown below:

> b) *Floor area, sleeping.* In every dwelling unit of two or more rooms, every room occupied for sleeping purposes by one occupant must contain at least 70 square feet of habitable space, and every room occupied for sleeping purposes by more than one occupant must contain at least 50 square feet of habitable space for each occupant. However, in a mobile home every room occupied for sleeping purposes by one occupant must contain at least 50 square feet of habitable space; by 2 occupants, at least 70 square feet of habitable space; and by more than 2 occupants, at least an additional 50 square feet of habitable space for each additional

occupant.

Among Applicants with equal preference status, the PBV wait list is organized by the regular date-time selection process for each bedroom size.

L.1   PROJECT-BASED VOUCHER REFERRALS

Applicants referred to HOC for housing subsidy through PBVs by way of Offender Reentry programs sponsored by the Silver Spring Interfaith Housing Coalition and Threshold Services, Inc. are granted an eligibility criminal background exception. The participant does not have rights to the HOC Grievance Procedures.

The eligibility exception is not extended to the following individuals:

1. Persons convicted of manufacturing or producing methamphetamine;

2. Any person evicted from federally assisted housing for a serious violation of the lease (and for three years following the eviction);

3. Any person who fails to sign and submit consent forms to obtain information in accordance with the Administrative Plan Part 5, subparts B and F;

4. Any person required under HUD regulation to establish citizenship or eligible immigration status;

5. Any person subject to a life time registration requirement under a state sex offender registration program; and

6. Any persons convicted for violent felonies.

L.2   PROJECT-BASED VOUCHER REFERRALS

In an effort to minimize displacement of families, if a unit that is to be included in the PBV contract is occupied by an eligible family, the in-place family must be placed on the program wait list. When eligibility is determined, the family must be given an absolute selection preference and referred to the project owner for an appropriately size PBV contract.

A preference will be extended through the PBV program (only) for services offered. In selecting families, HOC may give a preference to disabled families who need services offered at a particular project. This preference (more specifically a referral) is limited to the population of families with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing who, without appropriate supportive services, are not able to maintain themselves in housing.

Selection of applicants in the targeted funding Family Unification Program (FUP) 2008 allocation are completed in conjunction with referrals from the Montgomery County Department of Health and Human Services (MCHHS). HOC will accept families certified by the MCHHS as eligible applicants

for FUP. HOC will compare the names provided with the names on the current HOC wait list. Any referred family on the HOC wait list is served first. Those families referred and not on the HOC wait list will be added to the wait list and served based on date of referral or on a first come first served basis.

M.   **FINAL VERIFICATION OF PREFERENCES** [24 CFR 5.415]

Preference information on pre-applications is updated as applicants are selected from the wait list. At that time, HOC will obtain necessary verifications of preference(s) at the interview and by third party verification.

Subsection A – Secondary Review/Credit Checks

Before issuing vouchers to applicant families, HOC requests a credit report of all new applicant families, all adults (persons 18 years of age and older) who will reside in the assisted household. The credit report is reviewed by HOC. Applicant households claiming they have zero income automatically undergo a credit check review. The information contained in the credit check is used to confirm the information provided to HOC by the family. Specially, the credit report is used to confirm:

1. **Employment:** A credit report will list any employers the applicant has listed in any recent credit applications. If the credit report reveals employment for any adult household member within the last 12 months that was not disclosed, the family will be asked to provide additional documentation to resolve the discrepancy. Failure to disclose current employment may result in denial of participation in the Housing Choice Voucher and Section 8 programs.

2. **Aliases:** A credit report can provide information on other names that have been used for the purposes of obtaining credit. Common reasons for use of other names include a recent marriage or a divorce. If an alias has not been disclosed to HOC, the family will be asked to provide additional evidence of the legal identity of all adult family members.

3. **Current and previous addresses:** A credit report can provide a history of where the family has lived. This is particularly important because HOC provides a residency preference. If the family has provided one address to HOC and the credit report indicates a different address, the family will be asked to provide additional proof of residency. This may include a history of utility bills, bank statements, school enrollment records for children, credit card statements, and/or other relevant documentation. Failure to provide adequate proof could result in denial of the residency preference.

    Credit card and loan payments: A credit report will usually include a list of the family's financial obligations. Examples of the items that may show up include car loans, mortgage loans, student loans, and credit cards payments. HOC will review this information to confirm the income and asset information provided by the family. If the family's current financial obligations (total amount of current monthly

2.   The applicant fails to respond to an electronic or written request for information or

payments) exceed the amount of income reported by the family, HOC will ask the family to disclose how they are currently meeting their financial obligations. Accounts that have been charged off or are significantly delinquent are not included in this calculation. Failure to provide adequate proof of income could result in denial of participation in the Housing Choice Voucher and Section 8 programs.

5. **Multiple Social Security Numbers:** A credit report may list multiple Social Security numbers if an adult family member has used different Social Security numbers to obtain credit. If the credit report information does not match the information provided by an adult family member, the family member or head of household will be required to obtain written confirmation of the Social Security number that was issued to him/her from the Social Security Administration.

Applicant families are not issued vouchers until all discrepancies between the information provided by the applicant family and the information contained in the credit report have been cleared by the applicant family and approved by HOC.

When discrepancies are found, the family will be contacted by HOC. In most cases, the family will be allowed a maximum of ten (10) business days to provide the additional information. On a case- by-case basis, as a reasonable accommodation, the family may be granted additional time. If additional time is granted, the family receives written notification of the new deadline. No second or additional extensions will be granted. Failure to provide the required information to HOC could result in denial of participation in the Housing Choice Voucher and Section 8 Programs.

When the credit report reveals multiple discrepancies which require interview appointments, HOC will schedule up to two interview appointments. An additional appointment may be scheduled as a reasonable accommodation. Failure to appear at the interview session could result in denial of participation in the Housing Choice Voucher and Section 8 Programs.

N.   **PREFERENCE DENIAL** [24 CFR 5.415]

If HOC denies a preference, HOC notifies the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review to appeal the decision. If the preference denial is upheld as a result of the review, or the applicant does not request a review, the preference is removed from the applicant's entry on the wait list, returning the applicant to their regular date-time positioning. Applicants may exercise other rights if they believe they are a victim of discrimination.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the wait list.

O.   **REMOVAL FROM THE WAIT LIST AND PURGING** [24 CFR 982.204(c)] HOC

will not remove an applicant's name from the wait list unless:

1. The applicant requests in writing that their name be removed; a request to declare their continued interest in the program; or

3. The applicant does not meet either the eligibility or suitability criteria for the program.

4. The applicant refuses two housing units without good cause.

Obligation to Annually Confirm Application Information

Each year, or at such time as HOC determines reasonable, HOC will issue notice to all applicants on the wait list requesting that each applicant confirm their continued interest in remaining on the wait list. Failure to renew the information in a timely manner will result in removal from the wait list.

HOC will provide notice to wait list applicants to confirm their continued interest and set a date by which their renewal must be completed. HOC will send notices thirty days, fifteen days, five days, and one day prior to the date when that renewal or confirmation is due.

All notices under this Section are sent by HOC electronically to the last known e-mail address listed on the application. Wait list applicants may also request text message notifications. If a family does not have an e-mail address, HOC can assist the family in obtaining a free email account. It will be the applicant's sole responsibility to check that email account from time to time and to respond to any email and/or SMS text from HOC. To the extent an applicant requires assistance, upon request, staff from HOC is available to assist with electronic submissions.

Should an applicant not respond to the request to confirm their continued interest in remaining on the wait list by renewing their application or to their notification of selection for a program for any reason, prior to the established deadline, the applicant is removed from the wait list. Reasons for non-response, resulting in removal from the list, include (but are not limited to) negligence in completing the electronic update/application in a timely manner and relocation resulting in a return of the e-notice to HOC with no forwarding email address provided. Applicants removed from the wait list will receive a notification identifying their removal from Housing Path.

Missed Appointments

All applicants who fail to keep a scheduled appointment with HOC are sent a written notice of termination of the process for eligibility. That written notification of termination may be sent as an attachment to an e-mail.

HOC will allow the family to reschedule an appointment for good cause. Generally, no more than one opportunity is given to reschedule without good cause, and no more than two opportunities are given for good cause. When good cause exists for missing an appointment, HOC will work closely with the family to find a more suitable time. Applicants are advised of their right to an informal review before being removed from the wait list.

Notification of Negative Actions

4-19

Any applicant whose name is being removed from the wait list will be notified by HOC, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the wait list if they fail to respond within the timeframe specified. HOC's system of removing applicant names from the wait list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, HOC will verify that there is in fact a disability, that the disability is what caused the failure to respond, and then provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the wait list based on the date and time of their original application.

Purging the Wait List

HOC will update and purge its wait list as needed to ensure that the pool of applicants reasonably represents the interested families for whom HOC has current information, i.e. applicant's address, family composition, income category, and preference.

Memorandum of Understanding

Department of Housing and Community Affairs and
Housing Opportunities Commission of Montgomery County

Recordation Tax Funding

Montgomery County, Maryland, through its Department of Housing and Community Affairs ("DHCA") and the Housing Opportunities Commission of Montgomery County ("HOC"),- agree, by and under the terms of this Memorandum of Understanding to partner in the implementation of rental assistance programs dedicated to providing and maintaining housing for Montgomery County residents through the provision of rent subsidies and other housing related assistance, in conformity with the terms and conditions set forth in this MOU.

The parties to MOU agree that there continues to be an urgent need to provide rental subsidies to low and moderate-income residents of Montgomery County due to the high cost of housing. To ensure housing acquisition, and retention for Montgomery County residents, the following programs and initiatives will provide security deposit assistance, moving assistance, unit renovations and/or rental subsidies (individually referred to as "program" and collectively referred to as "programs"):

Rent Supplement Program (RSP)
Move-Up Initiative (MUI)
Community Choice Homes Initiative (CCH)
Youth Bridge Initiative (YBI)
Rental Arrearage Assistance (RAA)

DHCA shall be responsible for:

- Providing funding to HOC to support staffing, administrative costs, security deposit assistance, moving assistance, unit renovations and rental subsidies for program participants.
- Providing oversight and monitoring of HOC to ensure successful implementation of the RSP, MUI, CCH, YBI and RAA including DHCA's review of HOC's quarterly submissions of invoices and supporting documentation as well as a quarterly program report, as provided below.

HOC shall be responsible for:

- Hiring and maintaining staff to implement the RSP, MUI, CCH, YBI and the RAA.
- Supervising staff and overseeing the day-to-day operations of the RSP; MUI, CCH, YBI and theRAA.

- Developing and maintaining an application, enrollment, screening and eligibility process for the RSP, MUI, CCH and the YBI.
- Developing and executing agreements and contracts with landlords to ensure their compliance with each program's requirements.
- Issuing security deposit and/or rental subsidy payments to landlords on behalf of RSP, MUI, CCH and YBI.
- Issuing moving and unit renovation payments to vendors on behalf of RSP, MUI, CCH and YBI participants.
- Re-certifying RSP, MUI, CCH and YBI participants annually.
- Managing RSP, MUI, CCH, YBI and RAA budgets to ensure appropriate expenditures and adherence to overall budgets.
- Maintaining demographic information to include: average household size, age classification, race, ethnicity, household bedroom sizes, average rent, range of area median income, average gross monthly income, and average program subsidy.

NOW THEREFORE, the parties acknowledge and agree that this MOU and the funding provided hereunder is conditioned on the satisfaction of each of the following terms and conditions:

1. Program Implementation

HOC will implement and administer the Rent Supplement Program, Move-Up Initiative, Community Choice Homes Initiative, Youth Bridge Initiative and the Rental Arrearage Assistance according to the attached operational procedures and guidelines (EXHIBIT A, EXHIBIT C, EXHIBIT E, EXHIBIT G and EXHIBIT I).

2. Funding

DHCA agrees to provide funding to HOC to cover the cost of staffing, administrative expenses, unit renovations, security deposits, moving expenses and rental subsidies as outlined in the attached budgets (EXHIBIT B, EXHIBIT D, EXHIBIT F, and EXHIBIT H and EXHIBIT J) for the period of July 1, 2021 through June 30, 2022. Total funding for the period of July 1, 2021 through June 30, 2022 is **$4,514,993.**

3. Quarterly Funding Request

HOC will submit on a quarterly basis a funding request/invoice based on documented expenditures for each program.

4. Quarterly Program Report

HOC will submit on a quarterly basis a program report including program enrollment information (e.g., participant demographic information), total

expenditures and projected funding need for the subsequent quarter for each program and such other information as DHCA requests.

5. Termination Provisions.

a. *Termination for Convenience.* This MOU may be terminated, in whole or in part, by mutual agreement of the parties. Such termination shall be evidenced in writing and executed by both parties.

b. *Termination for Default.* If either party fails to fulfill its obligations under this MOU properly and on time, or otherwise violates any provision of the MOU, the other party may terminate the MOU after providing written notice and an opportunity to cure to the non-performing party. The notice shall specify the acts or omissions relied upon as cause for termination and provide at least a 30-day period to cure the non-performance. In the event the cure cannot reasonably be accomplished in 30 days, the cure period shall be extended for such reasonable time as is necessary to accomplish the cure, so long as the non-performing party commences the cure within the 30-day period and diligently pursues it thereafter.

c. *Termination for Lack of Funding.* Upon ninety (90) days prior written notice, either party may terminate this MOU for lack of funding, including but not limited to, a failure by the County Council to appropriate funds.

d. Any mutual termination of this Agreement must be in writing and signed by both parties. Any termination for default, after the cure period, shall be unilateral and evidenced by a notice to the non-performing party from the other party. Any notice for lack of funding shall be unilateral and evidenced by a written notice to the other party.

e. Notice shall be deemed received or given (i) three days from the date mailed postage prepaid with the United States Postal Service or (ii) on the date of hand delivery during regular business hours, and shall be delivered as follows:

To DHCA:
Director
Department of Housing and Community Affairs
1401 Rockville Pike, 4th Floor
Rockville, MD 20852

To HOC:
Executive Director
Housing Opportunities Commission of Montgomery County
10400 Detrick Avenue
Kensington, MD 20895

6. Indemnification.

Each party agrees to indemnify and hold the other party harmless from any loss or any other damage that may be done to or suffered by the other party due to the other party's willful or intentional misconduct or negligence in fulfilling its obligations under this MOU.

Any obligation or liability of DHCA or HOC arising in any way from this MOU is subject to; limited by, and contingent upon the appropriation and availability of funds. Any indemnification given by DHCA or HOC in this Agreement is limited by the damage caps and notice requirements stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc.§§ 5-301, et seq. (the "LGTCA"); and Md. Code Ann., Cts. & Jud. Proc. §5-SA-02 (together the "County Indemnification Statutes"), all as amended from time to time, and that any indemnification given by either party in this MOU is not intended to create any rights or causes of action in any third parties or to increase either party's liability above the caps provided in the County Indemnification Statutes, as applicable. Any increases in any caps shall apply to this MOU automatically.

7. Miscellaneous.

a. This MOU shall not be assignable or transferable without the prior written consent of DHCA and HOC.

b. This MOU may not be changed, altered, or modified except by written agreement executed by DHCA and HOC.

c. This MOU is for the exclusive benefit of DHCA and HOC. No other person or entity shall have rights under or be deemed a beneficiary of this MOU.

d. Primary contacts for the administration of this Agreement are:

For DHCA:

>Frank Demarais
>Deputy Director
>Department of Housing and Community Affairs
>1401 Rockville Pike, 4th Floor
>Rockville, MD 20852
>frank.demarais@montgomerycountymd.gov

For HOC:

>Fred Swan
>Director, Resident Services
>Housing Opportunities Commission of Montgomery County
>10400 Detrick Avenue
>Kensington, MD 20895
>fred.swan@hocmc.org

e. Counterparts. This MOU may be executed in counterparts, each of which shall constitute an original.

8. Agreement.

This MOU, together with any EXHIBITs attached hereto and incorporated herein by reference, represents the complete, total and. final understanding of DHCA and HOC and no other understanding or representations oral or written, regarding the subject matter of this MOU shall be deemed to exist or bind the parties hereto at the time of the execution.

9. Term.

The term of this MOU begins, retroactively, on July 1, 2021 and ends on June 30, 2022. This MOU can be renewed upon the availability of funds and the mutual agreement of the parties if evidenced in writing signed by both parties.

(Signatures on following page)

MONTGOMERYCOUNTY, MARYLAND

By: _____   Date: 1/7/22
    Fariba Kassiri
    Deputy Chief Administrative Officer

Recommended by:

By: _____   Date: 1/5/22
    Aseem Nigam, Director
    Department of Housing andCommunity Affairs

APPROVED FOR FORM AND LEGALITY

By: _____   Date: 12-21-21
    Vickie L. Gaul
    Associate County Attorney

**HOUSING OPPORTUNITIES COMMISSIONOF
MONTGOMERY COUNTY**

    Kayrine Brown
By: _____   Date: 01 / 10 / 2022
    Kayrine V. Brown
    Interim Executive Director

APPROVED FOR FORM AND LEGALITY

By: _____   Date: 01 / 10 / 2022
    Aisha Memon
    General Counsel

RENT SUPPLEMENT PROGRAM
Operational Procedures & Guidelines

Overview:

The Rent Supplement Program (RSP) is a rental assistance program designed to assist Montgomery County residents in obtaining and retaining their housing. Due to the high cost of housing in Montgomery County, low/to moderate-income residents often struggle to obtain and retain housing. The RSP assists residents in obtaining housing and strives to help residents from being at-risk for eviction (and potentially homeless) by providing rental subsidies. Through the RSP, HOC pays a monthly rental subsidy directly to landlords on behalf of the RSP participants that reside in the landlords' units/properties. The following procedures and guidelines govern the implementation and ongoing operation of the RSP.

Eligibility Criteria:

The RSP is intended to serve Montgomery County residents who are in need of rent subsidies to obtain and retain their housing. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for RSP all applicants/participants must:

- Be a Montgomery County resident;
- Have a gross household income of no more than 50% of the Area Median Income (AMI);
- Have no more than $10,000 in liquid assets;
- Reside, and have an active lease, at unit/property within Montgomery County where the landlord has (or has agreed to have) an active RSP contract for the property or have commitment from a landlord to execute a lease;
- Reside, or intend to reside, in a unit where the landlord is in compliance with all RSP contracts;
- Reside, or intend to reside, at a unit/property that meets RSP rent guidelines;
- Be current with rent payments, or have documented resources to become current, as well as landlord approval to accept rent arrearages for the unit that the subsidy is applied for;
- Not (nor the unit the prospective recipient resides in) be receiving other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.);
- Have a rent obligation/burden greater than 30% of the gross household income; and, have a documented need for assistance;

- Demonstrate the ability to pay their full rent regularly with their documented income, any other documented resources and the estimated RSP subsidy;
- Complete the annual recertification process by the required deadlines; and,
- Not have been terminated from the RSP for non-compliance within the past five (5)years.

Application Process & Eligibility Screening:

All residents must complete the RSP application process to be considered for enrollment. HOC may implement a paper and/or electronic application and waitlist process. All applications will be reviewed for completeness and will not be accepted if not completed. HOC may maintain a waitlist and applicants will be considered for available program slots on a first come first serve basis, based on time and date of completed application. HOC will call up applicants based on time and date of completed application and they will be provided a program orientation. During the program orientation, applicants will be informed of all information and documentation needed to determine their eligibility to be approved for program enrollment. When an applicant is called from the waitlist, they must attend the program orientation and, thereafter, they will be given a 10-business day period from the program orientation date to submit all required information and documentation to verify their eligibility. Once all required information and documentation is submitted in a timely manner, HOC will review the documents and information to screen for eligibility determination. The following process and guidelines will be utilized to evaluate each eligibility criteria.

In an effort to ensure that RSP assistance is provided to those who need it the most, the following populations will have a preference for RSP:

- Elderly head of households (individuals over the age of 62);
- Individuals/families fleeing domestic violence;
- Individuals/families exiting homelessness;
- Individuals/families at imminent risk of homelessness; and,
- Individuals/families with a documented disability.

Each population will have the same priority level in terms of their preference. Individuals/families will be offered the opportunity to participate in the RSP based on the time and date of their application and documenting that they fall into one of populations listed in the preferences. All individuals/families who do not fall into one of the populations listed in the preferences will be offered the opportunity to participate in the RSP based on the time and date of their application, and after screening for applicants listed in the preferences categories has been exhausted.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. An applicant's liquid assets (e.g., money in bank accounts, etc.) can be no more than $10,000 at the time of application. If an applicant is approved for program participation, their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, have an active lease for, or have a landlord commitment to lease a housing unit in Montgomery County that meets the RSP rent guidelines (unit rents cannot exceed the fair market rent standards set by the State of Maryland's Department of Housing and Community Development (the "Fair Market Rent Standards")). Applicant's landlord must sign a RSP contract for an applicant to be approved for program participation. If an applicant is approved for program participation, their landlord must maintain an active contract with HOC and be in full compliance at all times for the participant to continue to be eligible for assistance.

Rent Arrearages

Applicants must be current with the rent with their landlord to be approved for program participation and to continue to receive assistance. RSP assistance is for ongoing rent only and not for rent arrearages. Applicants who have rent arrearages at the time of application or orientation can still be considered for program participation provided that they resolve the arrearage and become current within the 10-business day period allotted to verify eligibility. If an applicant is approved for program participation, they must remain current with their rent payments for continued program participation.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Need Determination

In addition to meeting the income requirements, as well as the rent obligation/burden requirements, applicants must demonstrate the overall need for the RSP assistance. Applicants and program participants must demonstrate that their overall monthly income, assets, benefits and other resources are not sufficient to pay their full monthly rent without RSP assistance. HOC may consider applicant's liquid assets (e.g., money in bank accounts, etc.) in making the needs determination. Program Participants must continue to demonstrate need during the annual recertification process to continue to receive assistance.

Ability to Pay Rent

In addition to meeting the income requirements, the rent obligation/burden requirements, and demonstrating the overall need for the RSP assistance, applicants must demonstrate the ability to .pay their full monthly rent with a combination of monthly income, assets, benefits and other resources combined with the estimated RSP subsidy amount. HOC may consider applicant's liquid assets (e.g., money in bank accounts, etc.) in determining their ability to pay rent. Any applicant who cannot demonstrate this ability will be deemed ineligible for assistance. Any program participant who cannot demonstrate this ability at all times will be ineligible for continued assistance.

Recertification

To maintain program eligibility and continue to receive assistance, all program participants must complete a recertification process every 12-months (from the date of initial program enrollment). Program participants will be notified 120-days before their recertification date. The notification will highlight their recertification date and outline all requirements associated with the recertification process. Program participants must comply with all requirements · by the specified deadline. Any program participant that does not comply with all requirements shall be terminated from the program and will no longer receive assistance. After program participants have submitted all required documentation and information, HOC will review documents and information to screen for continued eligibility determination. If a program participant is determined not to be eligible, they will be terminated from the program and will no longer receive assistance. The recertification process may result in changes in a program participant's subsidy amount it is determined that the participant's income or rent amount has changed. Additionally, specific conditions may be required of program participants to maintain their eligibility. Examples of conditions include: relocating to another housing unit due to the current unit not meeting RSP rent guidelines; relocating to another housing unit due to the current unit's rent being too high for participant to pay the full rent with his/her income and the RSP subsidy amount; relocating to another housing unit due to the current landlord not having an active contract with HOC; and, participant's landlord failing to come into compliance with the landlord's contract. Program participants must comply with conditions within the specific deadline dates to continue to receive RSP assistance. Program participants are required to disclose to program staff anytime they move from the unit for which they are receiving assistance; otherwise, changes only need to be reported during the annual recertification process.

Subsidy Determination:

Program participant's subsidy amount will be determined based on the difference between the amount of their monthly unit rent (including utilities) and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.). HOC will take into consideration extraordinary expenses (e.g., medical expenses, expenses due to disabilities, etc.) to determine the subsidy amount. Extraordinary expenses will be considered on a case-by-case basis (based on a request. from an applicant/program participant) and verifiable documentation must be presented to determine the existence and amount of these expenses.

The calculated RSP subsidy amount shall not exceed $600 per month for applicants to be eligible for assistance, or program participants to be eligible for continued assistance. Any applicant or program participant with a difference of greater than $600 between their monthly unit rent (including utilities) and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.) will not be deemed eligible for the program. Additionally, the minimum subsidy provided under RSP is $50. Any applicant/participant whose subsidy calculation amount falls under $50 will not be deemed eligible for the program.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the RSP. Program participants can continue to receive assistance in 12-month intervals if they are determined eligible through the recertification process. Contingent upon funding availability, there shall be no limit on the number of 12-months intervals of assistance for eligible program participants.

Suspension and Re-instatement:

Program participants may be suspended from the program for any program violation (e.g., failure to pay rent, failure to re-certify, moving without notice, etc.). Program participants who are suspended will receive a suspension notice that highlights the areas of non-compliance, specifies the actions needed to be taken by the program participant to cure non--compliance and given a deadline for curing all areas of non-compliance. Rental subsidies will not be paid to landlords on behalf of program participants who have been suspended. Program participants that successfully cure all areas of non-compliance by the deadline specified shall be reinstated. Program participants that do not successfully cure all areas of non-compliance by the deadline specified shall be terminated from participation in the program.

Termination:

Program participants shall be terminated from the RSP and have their subsidy permanently discontinued for the following reasons:

- Failure to meet any eligibility requirement;
- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with all recertification requirements;
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- A felony conviction; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the RSP may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. All appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Resident Services Manager I. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT B

Recordation Tax Funding for Rent Supplement Program
FY 2022 (July 1, 2021 - June 30, 2022)

Funding Category	FY 2022 Budget
Housing Assistance Payments	$1,908,285
Total Housing Assistance Payments	*$1,908,285*
Administrative Costs	
Salaries	$127,931
Benefits	$49,582
Transportation & Travel	$4,290
Miscellaneous Program Supplies & Training	$500
Cell Phone Charges	$336
Miscellaneous Program Expenses	$1,740
Total Administrative Costs	*$184,379*
Management Fee @ 20% of Salaries	$25,586
Total Management Fee	*$25,586*
Total Budget	**$2,118,250**

EXHIBIT C

MOVE UP INITIATIVE
Operational Procedures & Guidelines

Overview:

The Move Up Initiative (MUI) is a partnership between the Montgomery County's Department of Health and Human Services (DHHS) and HOC. The purposes of the MUI are two-fold: (i) to assist the County in reaching its goal of ending chronic homelessness and (ii) to provide a means for permanent supportive housing program participants to "move up" from programs that provide intensive supportive services and housing assistance to being more integrated into the broader County communities once they no longer need the supportive services. There are currently a number of single adults and families residing in site-based permanent supportive housing programs that no longer need the level of supportive services that are attached to these programs. However, these single adults and families still need long term housing subsidies.

As a means of moving these single adults and families into scattered sites units within the broader community, a funding source for long term housing subsidies are needed. Also, by moving these single adults and families up to more independent housing, the program slots that they vacate can be used to house the chronically homeless and help the County reach its goal of ending chronic homelessness. Ten housing subsidies will be provided through the MUI. The following procedures and guidelines govern the implementation and ongoing operation of the MUI.

Eligibility Criteria:

The MUI is intended to serve Montgomery County residents who are currently participants in permanent supportive housing programs within the County's Homeless Continuum of Care (CoC) that no longer need the intensive support services but continue to need long term housing subsidies. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for MUI all applicants/participants must:

- Be a Montgomery County resident residing in a permanentsupportive housing program within the County;
- Be referred by DHHS;
- Not have income that exceeds 60% of Area Median Income;
- Not (nor the unit they reside in) be receiving other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.); and,

- Have a rent obligation/burden that exceeds 30% of their gross monthly income

Referrals & Eligibility Screening:

Applicants are referred to HOC from DHHS. All residents must complete the MUI application process to be considered for enrollment. All applications will be reviewed for completeness and will not be accepted if not completed. Once all required documents and information is submitted, HOC will review documents and information to screen for eligibility determination. The following process/guidelines will be utilized to evaluate each eligibility criteria.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. If an applicant is approved for program participation their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, or intend to reside in, a housing unit in Montgomery County with rent that does not exceed the Fair Market Rent Standards. Applicant's landlord must sign a MUI contract for the landlord to be approved for program participation. If an applicant is approved for program participation their landlord must maintain an active contract with HOC and be in full compliance at all times for the participant to continue to be eligible for assistance.

Rent Arrearages

Participants must be current with the rent at all times to continue to receive assistance. MUI assistance is for ongoing rent only and not for rent arrearages.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (i.e., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside (or plan to reside) in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Subsidy v Determination:

Program participant's subsidy amount will be determined based on their income and the total rent for the unit they reside in. Unit rents cannot exceed the Fair Market Rent Standards. The actual subsidy amount shall be based on the difference between 30% of participant's gross monthly income and the total rent amount.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the MUI. Program participants can continue to receive assistance in 12-months' intervals if they are determined eligible through the recertificationprocess. Contingent upon funding availability, there shall be no limit on the number of 12-months intervals of assistance for program participants.

Termination:

Program participants shall be terminated from the MUI and have their subsidy discontinued for the following reasons:

Failure to meet any eligibility requirement;
- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- Being convicted of a felony; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or terminated from, the MUI may appeal these decisions. Appeals must be requested in writing and received by HOC within 30 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the application within 14 business days

of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. All appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT D

Recordation Tax Funding for Move Up Initiative
FY 2022 (July 1, 2021 - June 30, 2022)

Funding Category	FY 2022 Budget
Housing Assistance Payments	$138,000
Total Housing Assistance Payments	**$138,000**
Participant Moving Expenses	$5,158
Total Participant Moving Expenses	**$5,158**
Miscellaneous Participant Expenses	$10,000
Total Miscellaneous Participant Expenses	**$10,000**
Administrative Costs	
Salaries	$10,500
Benefits	$5,140
Travel	$833
Program Supplies	$400
Cell Phone	$72
Total Administrative Costs	**$16,945**
Management Fee @ 20% of Salaries	$2,100
Total Management Fee	*$2,100*
Total Budget	*$172,203*

COMMUNITY CHOICE HOMES INITIATIVE
Operational Procedures & Guidelines

Overview:

The Community Choice Homes Initiative (CCH) is designed to assist individuals exiting nursing homes and non-elderly persons with disabilities secure housing that meets their disability needs. It is well documented that persons with disabilities experience barriers in identifying and securing appropriate housing. These barriers include insufficient income and a lack of accessible units in the County (specifically units that meet the needs of individuals with mobility impairments). Through the CCH, HOC will set-aside housing units within its inventory, make necessary modifications to meet disability needs and provide subsidies to address the aforementioned barriers. The CCH is a partnership between HOC, the Maryland Department of Housing and Community Development, the Maryland Department of Disabilities and the Maryland Department of Health and Mental Hygiene and this partnership is governed by a Memorandum of Understanding ("CCH Memorandum of Understanding"). The goal of CCH is to provide units and subsidies to 45 households. The following procedures and guidelines govern the implementation and ongoing operation of the CCH.

Eligibility Criteria:

The CCH is intended to serve Montgomery County residents who have previously exited nursing homes or are non-elderly individuals with disabilities who are in need of rent subsidies to obtain and retain their housing. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for CCH all applicants/participants must:

- Meet all eligibility requirements listed in the CCH Memorandum of Understanding;
- Be referred by the Maryland Department of Disabilities or the Money Follows the Person Bridge Subsidy Program;
- Complete the annual recertification process by the required deadlines; and,
- Have a rent obligation/burden that exceeds 30% of gross monthly income.

Referral & Eligibility Screening:

All residents must be referred by the Money Follows the Person Bridge Subsidy Program or the Maryland Department of Disabilities. Once referred, HOC shall determine eligibility based on income and criminal background.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Recertification

To maintain program eligibility and continue to receive assistance, all program participants must complete a recertification process every 12 months (from the date of initial program enrollment). Program participants will be notified 120 days before their recertification date. The notification will highlight their recertification date and outline all requirements associated with the recertification process. Program participants must complywith all requirements by the specified deadline date. Any program participant that does notcomply with all requirements shall be terminated from the program and will no longer receive assistance. After program participants have submitted all required documentation and information, HOC will review documents and information to screen for continued eligibility determination. If a program participant is determined not to be eligible, they willbe terminated from the program and will no longer receive assistance. The recertification process may result in changes to a program participant's subsidy amount if it is determined that the participant's income or rent amount has changed.

Subsidy Determination:

Program participant's subsidy amount will be determined based on the difference between the amount of their monthly unit rent and 30% of their gross monthly household income (including government assistance, child support, alimony, etc.).

Length of Program Participation:

Contingent upon the availability of appropriate housing unit and/or the availability of funding, program participants will receive 12-months of subsidy assistance after initial enrollment in the CCH. Program participants can continue to receive assistance in 12-months intervals if they are determined eligible through the recertification process. Contingent upon funding availability, participants can receive up to fifteen 12-months intervals of subsidy assistance.

Suspension and Re-instatement:

Program participants may be suspended for any program violation (e.g., failure to pay rent, failure to re-certify, moving without notice, etc.). Program participants who are suspended will receive a suspension notice that highlights the areas of non-compliance, specifies the actions needed to be taken by the program participant to cure non-compliance and give a deadline date for curing all areas of non-compliance. Rental subsidies will not be paid to landlords on behalf of program participants who have been suspended. Program participants that successfully cureall areas of non-compliance by the deadline date specified shall be re-instated. Program participants that do not successfully cure all areas of non-compliance by the deadline date specified shall be terminated from participation in the program.

Termination:

Program participants shall be terminated from the CCH and have their subsidy permanently discontinued for the following reasons:

- Failure to meet any eligibility requirements;
- Failure to pay rent (i.e., accumulating rent arrearages);
- Failure to comply with all applicable CCH program requirements;
- Failure to comply with lease;
- Eviction;
- Vacating housing unit without prior notification to program staff;
- Failure to relocate (when deemed necessary by HOC) to a unit provided by HOC after two (2) options are provided;
- A felony conviction; and,
- A lack of funding availability to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the CCH may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decision and notify the applicants/former participants within 14 business days of the case review. If an applicant/former participant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. AU appeals to the HOC Resident Services Director must be received in writing within 10 business days of the notice of denial by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision and notify the applicant within 15 business days of the review. The decision of the HOCResident Services Director is final and cannot be appealed.

EXHIBIT F

Recordation Tax Funding for Community Choice Homes Initiative
FY 2022 (July 1, 2021 - June 30, 2022)

Funding Category	FY 2022 Budget
Housing Assistance Payments	$463,430
Total Housing Assistance Payments	*$463,430*
Unit Renovations (ADA Modifications)	$135,000
Total Unit Renovations (ADA Modifications)	*$135,000*
Participant Moving Expenses	$20,000
Total Participant Moving Expenses	*$20,000*
Miscellaneous Participant Expenses	$15,000
Total Miscellaneous Participant Expenses	*$15,000*
Administrative Costs	
Salaries	$36,750
Benefits	$17,990
Travel	$2,914
Program Supplies	$1,000
Cell Phone Charges	$252
Total Administrative Costs	*$58,906*
Management Fee @ 20% of Salaries	$7,350
Total Management Fee	*$7,350*
Total Budget	*$699,686*

YOUTH BRIDGE INITIATIVE
Operational Procedures & Guidelines

Overview:

The Youth Bridge Initiative (YBI) is a partnership between Montgomery County, through its Department of Health and Human Services (DHHS), and HOC. The purpose of the YBI is to provide housing subsidies to youth aging out of foster care as a bridge to move them towards independence. The YBI provides up to 24 months of housing subsidies while youth work towards independence through education, training and employment. The 24-month subsidy period serves as a bridge to transition youth from the foster care system to independent living. HOC provides the housing subsidies and DHHS and partner organizations provide the support services to ensure successful transition to independence. Five (5) housing subsidies will be provided through the YBI as a pilot program. The following procedures and guidelines govern the implementation and ongoing operation of the YBI.

Eligibility Criteria:

The YBI is intended to serve Montgomery County residents who are aging out of foster care and in need of short-term housing subsidies as a bridge to independence. All applicants must meet the eligibility criteria to be approved for program participation and to continue to receive assistance.

To be deemed eligible for YBI all applicants/participants must:

- Be a Montgomery County resident aging out of the foster care system and be referred to the program by DHHS;
- Have an income that does not exceed 60% of Area Median Income;
- Not receive other Federal subsidies (e.g., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.) and have a rent obligation/burden that exceeds 30% of their gross monthly income.

Referrals & Eligibility Screening:

Applicants are referred to HOC from DHHS. All persons referred must complete the YBI application process to be considered for enrollment. All applications will be reviewed for completeness and will not be accepted if not completed. Once all required documents and information is submitted, HOC will review documents and information to screen for eligibility determination. The following process/guidelines will be utilized to evaluate each eligibility criteria.

Income

Applicants must demonstrate that they fall within the eligible income parameters by providing documentation of all income for all household members. Documentation includes tax returns, W2s, pay stubs, letters from employers, etc. Additionally, applicants must submit documentation of any government assistance (e.g., SSI, SSDI, TCA, etc.) and other income sources (e.g., child support, alimony, etc.). HOC will verify submitted documentation and information. If an applicant is approved for program participation, their household income must remain within the eligible income parameters at all times for continued participation.

Rent Requirement & Landlord Contract

Applicants and program participants must reside in, or intend to reside in, a housing unit in Montgomery County that does not exceed Fair Market Rent Standards. Applicant's landlord must sign an YBI contract for the landlord to be approved for program participation. If an applicant is approved for program participation, their landlord must maintain an active contract with HOC and be in full compliance at all times with the YBI program for the participant to continue to be eligible for assistance.

Rent Arrearages

Participants must be current with the rent at all times to continue to receive assistance. YBI assistance is for ongoing rent only and not for rent arrearages.

Receipt of Federal Assistance

HOC will screen to see if applicants are receiving any federal housing assistance (i.e., Housing Choice Voucher, Low Income Public Housing, Section 236 Preservation Program, etc.). Any applicant determined to be receiving assistance will not be eligible or approved for program participation. If any participant is determined to be receiving federal housing assistance at any time they will be terminated from the program.

Rent Obligation/Burden

HOC will determine an applicant's rent obligation/burden based on their gross monthly income as compared to the monthly rent for the unit they reside (or plan to reside) in. Applicants rent burden must be determined to be greater than 30% of their gross monthly income to be determined eligible for the program. Additionally, the participant's rent burden must remain above 30% of their gross monthly income to continue to receive assistance.

Subsidy Determination:

Program participant's subsidy amount will be determined based on their income and the total rent for the unit they reside in. Unit rents cannot exceed Fair Market Rent Standards. The

actual subsidy amount shall be based on the difference between 30% of participant's gross monthly income and the total rent amount.

Length of Program Participation:

Contingent upon funding availability, program participants will receive 12-months of assistance after initial enrollment in the YBI. Contingent on funding availability, program participants can receive assistance for up to an additional 12-month period if they are determined eligible through the recertification process.

Termination:

Program participants shall be terminated from the YBI and have their subsidy discontinued for the following reasons:

- Received 24-months of subsidy;
- Failed to meet any eligibility requirements;
- Failed to pay rent (i.e., accumulating rent arrearages);
- Failed to comply with lease;
- Evicted from housing unit;
- Vacated housing unit without prior notification to program staff;
- Convicted of a felony; and,
- Funding is not available to pay subsidies on behalf of program participant.

Appeal Process:

Applicants who are denied enrollment/participation in, or are terminated from, the YBI may appeal these decisions. Appeals must be requested in writing and received by HOC within 10 business days of the notice of denial or termination. Upon receipt of an appeal request, HOC will schedule an in-person case review with the applicant within 14 business days of receiving the request. Applicants/former participants shall be allowed to present their case for an appeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Program Specialist will make an appeal decisionand notify the applicants/former participants within 14 business days of the case review. If an applicant/former applicant is not satisfied with the decision of the HOC Program Specialist, then they may appeal to the HOC Resident Services Director. The HOC Resident Services Director must receive all appeals in writing within 10 business days of the notice of decision by the HOC Program Specialist. Upon receipt of an appeal request, the HOC Resident Services Director (or his/her designee) will schedule an in-person review with the applicants/former participants within 15 business days of receiving the request. Applicants/former participants shall be allowed to present their case for anappeal at the review (including presenting any/all documentation, explanations and clarifications). The HOC Resident Services Director will make an appeal decision andnotify the applicant

within 15 business days of the review. The decision of the HOC Resident Services Director is final and cannot be appealed.

EXHIBIT H

Recordation Tax Funding for Youth Bridge Initiative
FY 2022 (July 1, 2021 – June 30, 2021)

	FY 2022 Budget
Housing Assistance Payments	$76,476
Total Housing Assistance Payments	**$76,476**
Administrative Costs	
Salaries	$5,250
Benefits	$2,570
Travel	$417
Program Supplies	$300
Cell Phone Charges	$36
Total Administrative Costs	*$8,573*
Management Fee @ 20% of Salaries	$1,050
Total Management Fee	*$1,050*
Total Budget	*$86,099*

EXHIBIT I

RENTAL ARREARAGE ASSISTANCE
Description/Justification

Operational Procedures & Guidelines

Overview:

The Rental Arrearage Assistance Program (RAAP) is a rental assistance program designed to assist HOC residents in retaining their housing by paying off arrearages accumulated during the COVID-19 health crisis. Utilities, late fees, and other expenses including courts costs are not eligible. Maximum income for this program is set at the Montgomery County maximum for affordable housing, or 70 percent of the area median income (AMI). HOC agrees to not initiate eviction proceedings against a tenant for a time period equal to the number of months for which the tenant was provided assistance after the assistance is provided. Through the RAAP, HOC will assist tenants, who not served by other federal, state or local emergency rental assistance programs, become current in their rent. The following procedures and guidelines govern the implementation and ongoing operation of the RAAP.

Eligibility Criteria:

The RAAP is intended to serve HOC residents who are in need of emergency rental assistance to retain their housing by paying off rental arrearages. To be deemed eligible for RAAP, HOC will review its financial ledgers and compliance files to determine whether tenants receiving benefits from RAAP meet the eligibility requirements ("Eligible Tenant"). To be eligible, a tenant must:

- Be a Montgomery County resident residing in a HOC-controlled unit;
- Have a gross household income of no more than 70% of the Area Median Income (AMI);
- Be in danger of losing their housing because of rent arrearages.
- Owe at least $1,000 or more to current landlord.
- By accepting assistance for an Eligible Tenant, landlord agrees to cancel any current action to evict the tenant.
- By accepting assistance for an Eligible Tenant, landlord agrees to stay any eviction activity for a period of time equal to the length of the assistance after the assistance has been provided (i.e. if 6 months of arrearages are paid, there can be no eviction action for 6 months after the receipt of assistance). Additionally, if a tenant's lease is expiring or has already expired, the landlord must offer at least a 90-day lease extension as a condition of receiving payments from the RAAP. (This does not include breach of lease for safety reasons.)
- Priority will be given to households who do not meet the eligibility criteria for existing rental arrearage programs including the County's Emergency Rental Assistance Program and CDBG-CV Rental Assistance Program.

Maximum Assistance
- Eligible households may receive up to $12,000 (or $18,000 if HOC writes off 10% of arrearages) for past due rent and up to three (3) months future rent.
- Households that have received rent relief assistance are eligible to receive additional funds for arrearage not covered by other rent relief programs up to a combined maximum of $12,000 or $18,000 if HOC writes off 10% of arrearages.

Reporting
HOC will submit on no less than a quarterly basis, but no more than monthly, an invoice and program report including program enrollment information (e.g., participant name, address, evidence of arrearage, AMI, assistance amount), total expenditures and such other information as DHCA requests.

Receipt of Federal, State or Local Assistance

HOC will review its records to screen to see if applicants have received any additional subsidies so that there is no overlapping (double dipping) of subsidies.

Funding for the Program

Funding for the RAAP is from prior year, unspent HIF recordation rental assistance funds. This program is expected to be a one-time emergency fund, and the program, and funding for the program, is not expected to continue into future fiscal years. DHCA and HOC reserve the right to re-examine the program in future fiscal years and determine whether additional funding is necessary.

EXHIBIT J

Recordation Tax Funding for Rental Arrearage Assistance
FY 2022 (July 1, 2021 - June 30, 2022)

	FY 2022 Budget
Rental Arrearage Payments	$1,438,755
Total Housing Assistance Payments	**$1,438,755**
Total Budget	*$1,438,755*

Montgomery County Housing First Monitor Report

All permanent supportive and rapid -rehousing programs.

Agency Name: **Pathways to Housing DC**

Project / Type: **Project Home**

Date Completed: **October 9, 2024**

1. Intake process includes:
   a) Referrals are accepted from CES?   Yes ☒ No ☐

   b) Interviews are required.   Yes ☐ No ☒, but program completes intakes

2. Prior to admission, indicate all documents required.
   - ☐ Government issued 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. Does the program deny based on any of the following. Yes ☐ No ☒ 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. Does the program terminate for any of the following reasons. Yes ☐ No ☒
   - ☐ Substance use
   - ☐ Criminal charges
   - ☐ Non-compliance with medication
   - ☐ Non-compliance with case management

   If lease termination occurs is there a commitment to re-house Yes ☒ No ☐

Organization Name:
Project Name:

FY24 NOFO MD-601 CoC Competition
Renewal Project Evaluation Criterion

Program Effectiveness (20 pts maximum)

Available Pts	Description					Score
10	**Cost Effectiveness For RRH-** Annual cost per slot compared to average annual cost per household in the CoC. Benchmark- $23,740 per slot					
	10 Pts 89% of CoC average or below (10% or more below the cost)	8 Pts 90-99% of CoC average	6 Pts 100-109% of CoC average	4 Pts 110-120% of CoC average	0 Pts 121% or more of the CoC average	
10	**Cost Effectiveness For PSH-** Annual cost per slot compared to average annual cost per household in the CoC. Benchmark $26,110 per slot					
	10 Pts 89% of CoC average or below (10% or more below the cost)	8 Pts 90-99% of CoC average	6 Pts 100-109% of CoC average	4 Pts 110-120% of CoC average	0 Pts 121% or more of the CoC average	
5	**Bed Utilization: Threshold 85 %**					
	5 Pts 97% or more	4 Pts 93-96%	3 Pts 89-92%:	2pts 85-88%	0Pts less than 85%	
5	**Participation in Coordinated Entry System:** For PSH and RRH projects - 100% of referrals come through CES					
	Total Effectiveness Points					

Past Performance (10 pts maximum)

Available Pts	Description				Score
5	**HUD and DHHS Audit and Monitoring Reports:** No unresolved findings and no reported monitoring concerns. Zero non-compliance findings for two consecutive years				
5	**HUD and DHHS Expenditures:** Consistent quarterly drawdowns and at least 95% of funds expended for both HUD and DHHS grants/contracts				
	5pts - 95%	3pts - 90%	1pt - 85%	0pts - less than 85%	
	Total Past Performance Points				

Organization Name:
Project Name:

Severity of Needs (15 pts maximum)

Available Pts	Description: The extent to which the project reaches the hardest-to-serve populations, including but not limited to households with a history of victimization/abuse, criminal histories, chronic homelessness, low or no income, severe substance use or mental health challenges, or significant medical issues. The severity of need is determined by reviewing the acuity assessment of program participants.					Score
15	**For RRH - % of households served using the Acuity Scale** **Acuity Scale- Extreme Acuity (314 and above) High Acuity (50-313+) Mid Acuity (36-49) Low Acuity**					
	15pts 56% with High acuities	13 pts 50-54% with at least Mid & High Acuity	11 pts 51-54% with at least Mid Acuity	9pts 36-49% with at least (Mid Acuity	6pts 30-35% with at least Mid Acuity	0 pts less than 30% with at least mid-acuity
15	**For PSH-** % of households served using the Acuity Scale.					
	15pts 35-50+% with Extreme Acuity	13 pts 50+% with High Acuity	11 pts 35-49% with High Acuity or 60+% with Mid and High acuities)	9pts 50-59% with at least Mid Acuity	6pts 35-49% with at least Mid Acuity	0 pts less than 35% with at least Mid Acuity
	Total Severity of Needs Points:					

Contribution of CoC System Performance Measures (20 pts-maximum)

Available Pts	Description: The extent to which projects support or harm overall system performance. All projects are benchmarked against the CoC System Performance Measures.					Score
5	**For RRH - exit to Permanent Housing**					
	5 Pts- 97% and more	4 Pts 95-96%	3 Pts 88-94%	2 Pts 83-87%	0pts under 83%.	
5	**For PSH - retain or exit to Permanent Housing.**					
	5 Pts- 97% and more	4 Pts 95-96%	3 Pts 88-94%	2 Pts 83-87%	0pts Under 83%.	
5	**Rate of Returns to Homelessness: No more than 15% after two years**					
	5pts 5% returns or below	4pts 6-8% returns	3 pts 9-12% returns	2 pts 13-15% returns	0pts More than 15%	
5	**For RRH- At least 40% increased income via any sources**					
	5Pts 60% or more	4 Pts 51-59%	3Pts 46-50%	2Pts 40-45%	0Pts below 40%	
5	**For PSH - At least 30% increased or maintained income.**					
	5Pts 56% or more	4 Pts 46-55%	3Pts 41-45%	2Pts 30-40%	0 Pts Below 30%	
5	**Rapid Exit to PH: % of households referred who obtain permanent housing within 30 days of acceptance to the program.** 5pts- 75-100%　　4pts- 60-74%　　3pts- 50-59　　0pts- 49% & below					
	Total System Performance Points					

Implementation of Housing First (20 points)

Available Pts	**Description:** The extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	Score
5	**Eliminating Barriers to Entry**: The program does not require preconditions for housing, such as sobriety, medication, or treatment compliance. All services are voluntary. The intake/interview process is minimal. The program does not restrict access based on ability to work, minimal income, available documentation, or anything beyond HUD minimum standards.	
5	**Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse:** The program has a landlord recruitment and retention plan. Participants are offered choices in housing, including location and furnishings.	
5	**Sustaining Housing:** The program is committed to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	
5	**Wraparound Services:** The program provides supportive services to the proposed population, including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
	Total Housing First Points	

Meaningful Engagement of People with Lived Experience of Homelessness (5 pts)

Available Pts	**Description:** Through the People's Committee, an extension of the Interagency Commission on Homelessness, all renewal applications will be reviewed by a group of people with lived experience of homelessness.	Score
5	People's Committee Review: The committee will score projects based on the extent to which people with lived experience had meaningful participation in the program design and policy creation. If the Project implements measurable programmatic changes in response to feedback solicited from PWLEH. If the project will meet the community's needs and the extent to which the project includes a plan to ensure all staff receives training on best practices.	
	Total Points	

Organization Name:
Project Name:

Advancing Racial Equity (8 pts)

Available Pts	**Description:** Applicants must describe how the renewal project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
3	The program provides culturally, and linguistically competent services based on community needs.	
2	The program has a diversity and inclusion plan that seeks to increase the racial diversity of agency leadership and frontline staff.	
3	The project applicant identifies barriers to participation faced by those overrepresented in the local homeless population and has taken or will take steps to eliminate barriers.	
Total Equity Points		

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	**Description:** Applicants must describe how the project applicant addresses the needs of LGBTQ+ households and has anti-discrimination policies	Score
1	The project applicant has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	
1	The project applicant provides trauma-informed/culturally competent services to LGBTQ+ households.	
Total LGBTQ+ Needs Points		

Special Considerations (Bonus Points)

Available Bonus Points	Description: Special Considerations are a method by which the MD CoC can encourage and incentivize projects to align with local funding needs, serve a specifically vulnerable community, or support the reinvestment of funds.	Score
5	Project leverage Cash funds from non-DHHS sources/source from private- exceed the required match of 25% receive full points. 5pts- 25% 4pts -20% 3pts 10%	
5	Projects which voluntarily reallocate 15% or greater of their Annual Renewal Amount	
5	The project accepts individuals facing the most significant barriers to entry, including those related to immigration status, identification and vital documents requirements, and Medicaid eligibility.	
Total Special Considerations Bonus Points		

CoC 2024 Competition – BONUS Project Evaluation Criterion

Organization Name:
Project Name:

Scoring guidance: Full points – All criteria are met.
                  Partial points – Some criteria are met.
                  Zero points – None of the criteria are met.

HUD Eligibility Threshold

	All projects must meet the HUD eligibility threshold to be considered. New Permanent Housing projects must receive at least 3 out of the 4 points available for this project type. New projects that do not receive at least 3 points will be rejected.
	1. The type of housing proposed, including the number and configuration of units, will meet the needs of the program participants (e.g., two or more bedrooms for families).
	2. The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
Pass/Fail	3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
	4. Program participants are assisted to obtain and remain in permanent housing in a the manner that fits their needs (e.g., provides the participant with transportation to access needed services, safety planning, case management, housing that meets accessibility-related needs, and additional assistance to ensure retention of permanent housing).

Implementation of Housing First (20 points)

Available Pts	Description: The extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	Score
5	**Eliminating Barriers to Entry:** The proposed project does not require preconditions for housing, such as sobriety, medication, or treatment compliance. All services are voluntary. The intake/interview process is minimal. The new project does not restrict access based on ability to work, minimal income, available documentation, or anything beyond HUD minimum standards.	
5	**Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse**: The application includes a landlord recruitment and retention plan. Participants are offered choices in housing, including location and furnishings.	

5	**Sustaining Housing:** The application describes a commitment to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	
5	**Supportive Services:** The application describes a plan to provide supportive services to the proposed population, including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
	Total Housing First Points	0

Contribution to CoC System Performance Measures (20 pts)

Available Pts	Description: Applicants must describe in the project application how the proposed project will contribute to better outcomes for all populations experiencing homelessness.	Score
5	The extent to which the project reduces the average length of time homeless.	
5	The extent to which the project increases exits to permanent housing.	
5	The extent to which the project reduces returns to homelessness.	
5	The extent to which the project increases retention in permanent housing.	
	Total Sys. Perf. Points	

Timeliness (5 pts)

Available Pts	Description: Applicants must describe the plan for rapid implementation of the program.	Score
5	The project includes a plan for rapid implementation of the program, documenting how the project will be ready to begin serving the first program participant. Provide a detailed schedule for proposed activities 60 days, 120 days, and 180 days after the grant award. The implementation plan includes strategies for staff recruitment and retention.	
	Total Timeliness Points	0

Severity of Barriers (5 pts)

Available Pts	Description: Applicants must identify systemic barriers to participation faced by persons of different races, ethnicities, genders, and ages, particularly those overrepresented in the local homelessness population, and identify what steps they will take to eliminate the barriers.	Score
2.5	The project includes a plan indicating necessary services, partnerships, policies, or practices to support participants in accessing and maintaining housing.	
2.5	The project includes a plan to accepts individuals facing the most significant barriers to entry, including those related to immigration status, identification and vital documents requirements, and Medicaid eligibility	

	Total Severity of Barriers Points	0

Incorporating People with Lived Experience of Homelessness (5 pts)

Available Pts	Description: Through the People's Committee, an extension of the Interagency Commission on Homelessness, all renewal applications will be reviewed by a group of people with lived experience of homelessness.	Score
5	**People's Committee Review:** The committee with score projects based on the extent to which people with lived experience had meaningful participation in the program design and policies; whether the project will meet the needs of the community; and the extent to which the project includes a plan to ensure all staff receive training on best practices.	
	Total Points	0

Experience Promoting Racial Equity (3 pts)

Available Pts	Description: Applicants must describe how the proposed project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
1	Includes a plan to provide culturally and linguistically competent services based on community needs.	
1	The program has a diversity and inclusion plan that seeks to increase or maintain the racial diversity of agency leadership and frontline staff.	
1	The proposed project will advance racial equity by serving structurally disadvantaged areas	
	Total Equity Points	0

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	Description: Applicants must describe how the new project will address the needs of LGBTQ+ households and have anti-discrimination policies.	Score
1	The agency has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	
1	The application includes a plan to provide culturally competent services to LGBTQ+ households.	
	Total LGBTQ+ Needs Points	

Coordination with Housing and Health Care (10 pts)

Available Pts	Description: Applicants must describe in the project application how housing and healthcare resources will be leveraged.	Score

5	**Leveraging Housing Resources:** The extent to which the project uses non-CoC and non-ESG funded housing resources.	
5	**Leveraging Health Care Resources**: The extent to which the project uses healthcare resources to provide supportive services or funding.	
	Total Coordination Points	0

Experience (15 pts)

Available Pts	Description: Applicants must describe the extent of their experience in the project application.	Score
2	Experience of the applicant or sub-recipients in providing services including but not limited to housing support, behavioral health, case management, and employment to the proposed population.	
2	Experience of the applicant or sub-recipients in providing housing to the proposed population.	
3	Experience of the applicant or sub-recipients in applying a Housing First approach.	
2	Experience creating effective partnerships with other systems of care.	
2	Experience working with underserved and disadvantaged populations.	
4	Experience effectively using federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	
	Total Experience Points	0

Financial (15 pts)

Available Pts	Description: Applicants must demonstrate financial wellness by providing the most recent financial audit, cost-effectiveness through the project budget, and experience with federal grants.	Score
5	The project is cost-effective when the cost per household is compared to the average cost of PSH or SSO in the CoC.	
5	**Financial Wellness:** The organization has access to a line of credit and diverse revenue sources, including non-government funding and in-kind contributions. Full points are awarded if the applicant or sub-applicant can bill Medicaid for services.	
2.5	Clean financial audit.	
2.5	The agency can meet the 25% match requirement.	
	Total Financial Points	0

Purpose

The purpose of this scoring tool is to evaluate and rank applicants who have submitted applications for funding under the FY24 Montgomery County CoC NOFO competition and to ensure that all applicants were ranked based on the same guidelines and standards.

Instructions

- Review each application individually
- Consider the provided questions
- Read through the application again with provided the questions in mind
- Answer each question on a scale of 1-10, with 1 being the worst possible application and 10 being the best possible application
- Write the score for each question in the box provided to the right of the question
- Add the score for each question together and write at the bottom of the chart in the provided box next to *Total Score*

	Montgomery County People's Committee 2024 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) Application Scoring Sheet	
	Please read each question and rank the project based on the information provided in the application with 10 being the highest and 1 being the lowest.	
Project Name		
	Question	**Score (1-10)**
1	How effective will this project be in meeting the needs of people currently served through the program and/or people currently experiencing homelessness/in need of housing wraparound services? How well does the project consider accommodations for serving those with special needs, (i.e.: those with a mental health, substance use disorder, developmental disability, physically disabled, mobility impaired, reentry citizens, immigrants, persons with language barriers, elderly citizens, etc.? *(See question 1 on CoC Addendum)* Does the program's termination policy provide opportunity for participants to be involved in the process (i.e. a formal appeals or grievance process and/or supported to advocate with their landlord on their behalf?* (See question 7 on CoC Addendum)*	
2	Is there enough infrastructure for training and support for staff? *(See Section 1, Question 8 on CoC addendum)*	
3	Are people with lived experience being included & considered in program design now and in the future? *(See Section 2 of CoC addendum)*	
4	Does the service plan include access and support to vital resources? Are the services offered going to satisfy a need? *(See Section 1, Question 6 of CoC addendum)*	
5	How complete is the renewal project or new project idea? Are there any lacking key considerations?	
	Total Score	

NOTES

Organization Name	
Project Name	
Project Type	
Committee Member Name	

CoC Addendum Scoring Guide - Renewal Projects

Assign any point value from 0-25 in the blue squares. Total score will be calculated out of 27 at the end of the sheet.

5	Section I: Implementation of Housing First - 20 Points
16	**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.**
16 points	a) Minimal eligibility criteria, accept everyone who comes through CES. Criteria may include certain diagnosis as determined by the funding source. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. Accommodate requests that are reasonable and can be implemented with minimal financial impact. If cannot be accommodated, reach out to CES for a transfer to another program. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 45 days of program assignment. If interviews are conducted, should only be used to inform services and housing placement, not eligibility to the program. *Must exceed all areas for full points
13 points	a) Program has few barriers. Most clients are eligible for program. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 90 days of program assignment.

9 points	a) Program has substantial barriers to enrollment a. All clients are eligible for program. b) There is an established process for submitting and reviewing accommodation requests. The process is hard to follow for clients. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 180 days of program assignment.
5 points	a) Program has substantial barriers to enrollment and selects clients using subjective criteria. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. c) There is an established process however there is no point of contact when program referrals are received. Collaboration occurs but only in extreme cases.
0 points	a) Program has substantial barriers and does not accept client not eligible for work (undocumented clients). Clients have to meet several criteria before being considered for the program. b) There is no process for reviewing accommodation requests. c) Program does not participate in Coordinated entry.
16	**2. Please select all that apply. All clients are required to provide at referral from CES:** **-A photo ID** **-Proof of Income** **-If no income, self-declaration of zero income** **-Verification of homeless status** **-Verification of disability status, if applicable** **-Proof of immigration status** **-Birth certificate** **-Social Security card, Medicaid ID**
16 points	0-3 Documents
8 points	4-5 Documents
0 points	6-9 Documents
16	**3. Do any of the following impact client eligibility? (Y/N)** **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**

16 points	If No: Full Points
13 points	1 Selected
9 points	2 Selected
5 points	3 Selected
0 points	4+ Selected

5	**Section II: Housing, Retention, Landlord Engagement - 5 points**	
25	**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 take into account client preferences in location, size and amenities?** **Do you master lease or sublet? What does the lease agreement look like?**	
	For scattered site projects only	**For all project types (scattered site, site-based, etc.)**
25 points	Clients are matched to units based on preferences. There is no set number of units that should be offered to client. Providers should work with clients to find a good match and allow a reasonable amount of time (3-6 months) to work with the client is unwilling to accept housing.	Client preferences are established when meeting client and client is shown units that match their needs and eligibility criteria until housed. Corporate Leasing/Subleasing is offered as an option for hard to house clients. All clients have a standard lease regardless of whether it is a corporate lease or not.
19 points	Clients are matched to units based on preferences. There is a set number of units that should be offered to client. Clients are given a minimum of 3 months to select a unit.	Client preferences are established when meeting client and client is shown units that match their needs and eligibility criteria. Everyone should have a standard lease but some flexibility for clients unwilling to sign a lease.
13 points	Clients are matched to units based availability not preference. There is a set number of units that should be offered to client. Clients are given less than 3 months to select a unit.	Client preferences are established at beginning of referral and client is shown units that match their needs and eligibility criteria until they are shown a set number of units.
6 points	Clients are 30-45 days to select a unit.	Client preferences are not a factor and client is shown units until they are shown a set number of units. Corporate Leasing/Subleasing not available.
0 points	Clients must find a unit on their own or client must select within 30 days.	Client preferences are not a factor and client is shown units until they are shown a set number of units. Corporate Leasing/Subleasing not available. Program does not participate in Coordinated Entry.

25	**5. Describe the program's landlord / property owner's recruitment, retention, and continued engagement strategies.**
25 points	Program has an extensive network of landlords and program communicates regularly with providers. Continued engagement strategies are outlined with the help of provider and landlord community.
19 points	Program has a network of landlords and program communicates regularly with providers for program updates. Continued engagement strategies are outlined with the help of provider and landlord community.
13 points	Program has an extensive network of landlords and program communicates regularly with providers. Engagement strategies are established and outlined by program leadership.
6 points	Program has a limited network of landlords and program communicates regularly with providers. Engagement strategies are established and outlined by program leadership.
0 points	Program does not communicate with landlords. No engagement strategies are in place.
5	**Section IV: Supportive Services**
5	**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 and motivational interviewing in your service delivery?**

5 points	a) Services that address all life domains should be offered by the provider or through partnerships. The case managers should focus on more than just housing compliance. b) Clients should have choice in all aspects of services including frequency, location, and type. c) Services should be voluntary but can require case managers/ service team to conduct a monthly home visit. The requirement falls on the provider not the client to attempt visits. d) Clients should be seen an average of once per week and more frequency when first moving in or experiencing a crisis. Service delivery should be determined by the Acuity scale or some other assessment tool. e) Most services, 80%, should be provided in the community with at least one home visit per month. f) Examples should be provided about how harm reduction and MI techniques are used.
4 points	Fully meets expectations for at least 5 of the 6 scoring criteria
3 points	Fully meets expectations for at least 4 of the 6 scoring criteria
2 points	Partially meets expectations for a minimal of 3 scoring criteria
0 points	Not meeting basic service needs

5   Section IV. Sustaining Housing.

5	**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?
5 points	**Exceeds in all areas** - a) A proactive approach should be described. This includes partnering with the landlord and tenant to address the situation. Housing case managers should not be reporting lease violations to the landlord but instead educating the tenant about the potential consequences of violating the lease. b) Same as above. Demonstrate a commitment to rehouse. Description of creative solutions like offering representative payee services, trespassing/ removing unwanted guests, cleaning services to address poor housekeeping, etc. c) Services should continue when the tenant is hospitalized or incarcerated to ensure continuity of care. Units should be held for a period of time (3-6 months). If institutionalized for longer, upon release, the tenant should be reenrolled in the program if there is an opening. d) Similar response to a) and b). Employing harm reduction and MI techniques. e) Yes, there should be a commitment to rehouse. For scattered site programs, the first response should not be to transfer to a single site. There should not be a specific number of times the provider is willing to rehouse but a commitment to keep working with the tenant. Rehousing should not be contingent on the tenant complying with certain requirements like substance use or mental health treatment. f) Programs should be able to describe what factors lead to termination as every program has terminated someone. Termination should be a last resort and reserved for only the most extreme circumstances.

4 points	Fully meets expectations for at least 5 of the 6 scoring criteria
3 points	Fully meets expectations for at least 4 of the 6 scoring criteria
2 points	Partially meets expectations for a minimal of 3 scoring criteria
0 points	Not meeting basic service needs

9	**Section V: Advancing Racial Equity and Advancing the Needs of LGBTQ+ Households**
10	**8. 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.**
10 point	Anti-discrimination policy uploaded
0 points	Anti-discrimination policy not uploaded
8	**9. 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.**
10 Pts	Program has formal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program employs staff that mirror the population served. For example, the program hires bilingual staff that also identify as Hispanic/Latino.
8 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program employs staff that mirror the population served. For example, the program hires bilingual staff that also identify as Hispanic/Latino.
6 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program has bilingual staff.
4 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program does not have bilingual staff but has access to translation services.
0 pts	Program does/will not provide culturally appropriate services and policies include language that is exclusionary or unintentionally (or intentionally) limits access to any specific group. Program/Agency does not partner with nonprofit and faith-based organizations that lead or service LGBTQ+ and BIPOC communities.

10	**10. 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).**
10 Pts	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 13% in each category. Program/agency is engaged in DEI work and is implementing plans to increase diversity and agency is actively participating in any racial equity training.
8 pts	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 8% in each category. Program/agency is actively working on plans to increase diversity and agency is actively participating in any racial equity training.
6 pts	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 5% in each category. Program/agency is actively working on plans to increase diversity and agency is not actively participating in any racial equity training.
4 pts	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise 0% in ANY category. There are limited plans on how to increase diversity and agency is not actively participating in any racial equity training.
0 pts	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise less than 0% in all categories. There are no plans to increase diversity and agency is not actively participating in any racial equity training.
8	**11. 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 disparate outcomes. What actions steps are being taken to reduce any disparities?**
10 Pts	Program regularly reviews performance measures throughout the year and has taken specific actions taken to reduce disparities.
8 pts	Program has a plan to review performance measure througout the year and has identified action steps to reduce disparities.
6 pts	Program has a plan to review performance measure througout the year but has not identified or implemented any action steps to reduce disparities.
4 pts	Program regularly reviews performance measures but not by race, gender, or ethnicity. No identified actions steps to reduce disparities.
0 pts	Program does not review performance measures and has no plan to do so.
29	Total Points Scored

Organization Name	
Project Name	
Project Type	
Committee Member Name	

CoC Addendum Scoring Guide - Bonus Projects

Assign any point value from 0-25 in the blue squares. Total score will be calculated out of 25 at the end of the sheet.

0	Section I: Implementation of Housing First - 20 Points
	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.**
16 points	a) Minimal eligibility criteria, accept everyone who comes through CES. Criteria may include certain diagnosis as determined by the funding source. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. Accommodate requests that are reasonable and can be implemented with minimal financial impact. If cannot be accommodated, reach out to CES for a transfer to another program. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 45 days of program assignment. If interviews are conducted, should only be used to inform services and housing placement, not eligibility to the program. *Must exceed all areas for full points
13 points	a) Program has few barriers. Most clients are eligible for program. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 90 days of program assignment.

9 points	a) Program has substantial barriers to enrollment a. All clients are eligible for program. b) There is an established process for submitting and reviewing accommodation requests. The process is hard to follow for clients. c) There is an established process and point of contact when program referrals are received. Collaboration with every referral ensures clients are housed within 180 days of program assignment.
5 points	a) Program has substantial barriers to enrollment and selects clients using subjective criteria. b) There is an established process for submitting and reviewing accommodation requests. The process is accessible to all clients. c) There is an established process however there is no point of contact when program referrals are received. Collaboration occurs but only in extreme cases.
0 points	a) Program has substantial barriers and does not accept client not eligible for work (undocumented clients). Clients have to meet several criteria before being considered for the program. b) There is no process for reviewing accommodation requests. c) Program does not participate in Coordinated entry.
	2. Please select all that apply. All clients/referring case manager are required to provide: **-A photo ID** **-Proof of Income** **-If no income, self-declaration of zero income** **-Verification of homeless status** **-Verification of disability status, if applicable** **-Proof of immigration status** **-Birth certificate** **-Social Security card - Medicaid ID**
16 points	0-4 Documents
8 points	5-6 Documents
0 points	7-8 Documents
	3. Do any of the following impact client eligibility? (Y/N) **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**

16 points	If No: Full Points
13 points	1 Selected
9 points	2 Selected
5 points	3 Selected
0 points	4+ Selected

0	**Section II: Housing, Retention, Landlord Engagement - 5 points**

	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 take into account client preferences in location, size and amenities? Do you master lease or sublet? What does the lease agreement look like?

	For scattered site projects only	**For all project types (scattered site, site-based, etc.)**
25 points	Clients are matched to units based on preferences. There is no set number of units that should be offered to client. Providers should work with clients to find a good match and allow a reasonable amount of time (3-6 months) to work with the client is unwilling to accept housing.	Client preferences are established when meeting client and client is shown units that match their needs and eligibility criteria until housed. Corporate Leasing/Subleasing is offered as an option for hard to house clients. All clients have a standard lease regardless of whether it is a corporate lease or not.
19 points	Clients are matched to units based on preferences. There is a set number of units that should be offered to client. Clients are given a minimum of 3 months to select a unit.	Client preferences are established when meeting client and client is shown units that match their needs and eligibility criteria. Everyone should have a standard lease but some flexibility for clients unwilling to sign a lease.
13 points	Clients are matched to units based availability not preference. There is a set number of units that should be offered to client. Clients are given less than 3 months to select a unit.	Client preferences are established at beginning of referral and client is shown units that match their needs and eligibility criteria until they are shown a set number of units.
6 points	Clients are 30-45 days to select a unit.	Client preferences are not a factor and client is shown units until they are shown a set number of units. Corporate Leasing/Subleasing not available.
0 points	Clients must find a unit on their own or client must select within 30 days.	Client preferences are not a factor and client is shown units until they are shown a set number of units. Corporate Leasing/Subleasing not available. Program does not participate in Coordinated Entry.

	5. Describe the program's landlord / property owner's recruitment, retention, and continued engagement strategies.
25 points	Program has an extensive network of landlords and program communicates regularly with providers. Continued engagement strategies are outlined with the help of provider and landlord community.
19 points	Program has a network of landlords and program communicates regularly with providers for program updates. Continued engagement strategies are outlined with the help of provider and landlord community.
13 points	Program has an extensive network of landlords and program communicates regularly with providers. Engagement strategies are established and outlined by program leadership.
6 points	Program has a limited network of landlords and program communicates regularly with providers. Engagement strategies are established and outlined by program leadership.
0 points	Program does not communicate with landlords. No engagement strategies are in place.
0	**Section IV. Sustaining Housing.**
	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?
5 points	**Exceeds in all areas** - a) A proactive approach should be described. This includes partnering with the landlord and tenant to address the situation. Housing case managers should not be reporting lease violations to the landlord but instead educating the tenant about the potential consequences of violating the lease. b) Same as above. Demonstrate a commitment to rehouse. Description of creative solutions like offering representative payee services, trespassing/removing unwanted guests, cleaning services to address poor housekeeping, etc. c) Services should continue when the tenant is hospitalized or incarcerated to ensure continuity of care. Units should be held for a period of time (3-6 months). If institutionalized for longer, upon release, the tenant should be reenrolled in the program if there is an opening. d) Similar response to a) and b). Employing harm reduction and MI techniques. e) Yes, there should be a commitment to rehouse. For scattered site programs, the first response should not be to transfer to a single site. There should not be a specific number of times the provider is willing to rehouse but a commitment to keep working with the tenant. Rehousing should not be contingent on the tenant complying with certain requirements like substance use or mental health treatment. f) Programs should be able to describe what factors lead to termination as every program has terminated someone. Termination should be a last resort and reserved for only the most extreme circumstances.

4 points	Fully meets expectations for at least 5 of the 6 scoring criteria
3 points	Fully meets expectations for at least 4 of the 6 scoring criteria
2 points	Partially meets expectations for a minimal of 3 scoring criteria
0 points	Not meeting basic service needs

0	**Section IV: Supportive Services**
	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 and motivational interviewing in your service delivery?
5 points	a) Services that address all life domains should be offered by the provider or through partnerships. The case managers should focus on more than just housing compliance. b) Clients should have choice in all aspects of services including frequency, location, and type. c) Services should be voluntary but can require case managers/ service team to conduct a monthly home visit. The requirement falls on the provider not the client to attempt visits. d) Clients should be seen an average of once per week and more frequency when first moving in or experiencing a crisis. Service delivery should be determined by the Acuity scale or some other assessment tool. e) Most services, 80%, should be provided in the community with at least one home visit per month. f) Examples should be provided about how harm reduction and MI techniques are used.
4 points	Fully meets expectations for at least 5 of the 6 scoring criteria
3 points	Fully meets expectations for at least 4 of the 6 scoring criteria
2 points	Partially meets expectations for a minimal of 3 scoring criteria
0 points	Not meeting basic service needs

0	**Section V: Advancing Racial Equity and Advancing the Needs of LGBTQ+ Households**
	8. 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.
10 point	Anti-discrimination policy uploaded
0 points	Anti-discrimination policy not uploaded
	9. 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.
10 Pts	Program has formal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program employs staff that mirror the population served. For example, the program hires bilingual staff that also identify as Hispanic/Latino.
8 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program employs staff that mirror the population served. For example, the program hires bilingual staff that also identify as Hispanic/Latino.
6 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program has bilingual staff.
4 pts	Program has informal partnerships with BIPOC and LGBTQ led organizations that serve disadvantaged or underserved communities. For site based projects, facilities are accommodating to the LGBTQ population including non gendered spaces such as bathrooms. Program does not have bilingual staff but has access to translation services.
0 pts	Program does/will not provide culturally appropriate services and policies include language that is exclusionary or unintentionally (or intentionally) limits access to any specific group. Program/Agency does not partner with nonprofit and faith-based organizations that lead or service LGBTQ+ and BIPOC communities.
	10. 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).
15 points	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 13% in each category. Program/agency is engaged in DEI work and is implementing plans to increase diversity and agency is actively participating in any racial equity training.

12 points	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 8% in each category. Program/agency is actively working on plans to increase diversity and agency is actively participating in any racial equity training.
9 points	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise more than 5% in each category. Program/agency is actively working on plans to increase diversity and agency is not actively participating in any racial equity training.
4 points	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise 0% in ANY category. There are limited plans on how to increase diversity and agency is not actively participating in any racial equity training.
0 points	Program/Agency has provided data for agency leadership, board, and frontline staff (or any other applicable categories) and racial and ethnic minorities comprise less than 0% in all categories. There are no plans to increase diversity and agency is not actively participating in any racial equity training.
	11. 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 disparate outcomes. What actions steps are being taken to reduce any disparities?
15 points	Program regularly reviews performance measures throughout the year and has taken specific actions taken to reduce disparities.
12 points	Program has a plan to review performance measure througout the year and has identified action steps to reduce disparities.
9 points	Program has a plan to review performance measure througout the year but has not identified or implemented any action steps to reduce disparities.
4 points	Program regularly reviews performance measures but not by race, gender, or ethnicity. No identified actions steps to reduce disparities.
0 points	Program does not review performance measures and has no plan to do so.
0	Total Points Scored

CoC 2024 Competition - Domestic Violence Bonus Project Evaluation Criterion

Organization Name:
Project Name:

Scoring guidance: **Full points – All criteria are met.**
Partial points – Some criteria are met.
Zero points – None of the criteria are met.

HUD Eligibility Threshold

<table>
<tr>
<td rowspan="6">Pass/ Fail</td>
<td>All projects must meet the HUD eligibility threshold to be considered.
New permanent housing projects must receive at least 3 of the 4 points available for this type. Projects that do not receive at least 3 points will be rejected.</td>
</tr>
<tr>
<td>1. The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., two or more bedrooms for families).</td>
</tr>
<tr>
<td>2. The type of supportive services offered to program participants will ensure successful retention in or help obtain permanent housing, including all supportive services, regardless of funding source.</td>
</tr>
<tr>
<td>3. The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).</td>
</tr>
<tr>
<td>4. Program participants are assisted in obtaining and remaining in permanent housing in a manner that fits their needs (e.g., providing the participant with transportation to access needed services, safety planning, case management, and additional assistance to ensure retention of permanent housing).</td>
</tr>
<tr>
<td>5. The program must meet all HUD requirements related to the Violence Against Women Act Reauthorization Act of 2022: Overview of Applicability to HUD Programs.</td>
</tr>
</table>

Experience (25pts)

Available Pts	Description	Score
5	Experience of the applicant or sub-recipients in providing services including but not limited to housing support, behavioral health, case management, and employment to the proposed population.	
5	Experience of the applicant or sub-recipients in providing housing to the proposed population.	
5	Experience of the applicant or sub-recipients in applying a Housing First approach	
5	Experience of the applicant or sub-recipients in providing services to survivors of domestic violence, dating violence, or stalking.	

	Experience effectively using federal funds, including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.	
5		
	Total Experience Points	0

Design of Housing and Supportive Services (25 pts)

Available Pts	Description	Score
5	Alignment with CoC Priorities	
5	Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable. The plan should specifically address landlord recruitment and retention and property management, including tenant selection, routine maintenance, and rent and utility payments.	
5	Fidelity to the Housing First Approach: Per review of Housing First Addendum	
5	Describe the plan to provide trauma-informed, victim-centered services.	
5	Describe the plan to provide supportive services to the proposed population, including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	
	Total Design Points	0

Contribution to CoC System Performance Measures (20 pts)

Available Pts	Description: Applicants must describe in the project application how the proposed project will contribute to better outcomes for all populations experiencing homelessness.	Score
5	The extent to which the project reduces the average length of time homeless.	
5	The extent to which the project increases exits to permanent housing.	
5	The extent to which the project reduces returns to homelessness.	
5	The extent to which the project increases retention in permanent housing.	
	Total System Performance Measures Points	

Timeliness (5 pts)

Available Pts	Description	Score
5	Describe the program's rapid implementation plan, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule for proposed activities for 60 days, 120 days, and 180 days after the grant award.	
	Total Timeliness Points	0

Financial (20 pts)

Available Pts	Description	Score

10	The project is cost-effective when the cost per household is compared to the average cost of RRH in the CoC.	
5	Financial audit findings: 10 pts - No unresolved findings or no audit conducted. 0 pts- Any unresolved findings	
5	The agency can meet the 25% match requirement.	
	Total Financial Points	0

CoC Participation (2.5 pts)

Available Pts	Description	Score
5	100% of referrals will come from the Coordinated Entry System or the Department of Health and Human Services.	
	Total CoC Participation Points	0

Coordination with Housing and Health Care (2.5 pts)

Available Pts	Description: Applicants must describe how housing and healthcare resources will be leveraged in the project application.	Score
5	Leveraging Housing Resources: The extent to which the project uses non-CoC and non-ESG-funded housing resources.	
5	Leveraging Health Care Resources: The extent to which the project uses healthcare resources to provide supportive services or funding.	
	Total Coordination Points	0

FY24 NOFO MD-601 CoC Competition
Renewal Project Evaluation Criterion

Program Effectiveness (20 pts maximum)

Available Pts	Description					Score
10	**Cost Effectiveness For RRH-** Annual cost per slot compared to average annual cost per household in the CoC. Benchmark- $23,740 per slot					8
	10 Pts 89% of CoC average or below (10% or more below the cost)	8 Pts 90-99% of CoC average	6 Pts 100-109% of CoC average	4 Pts 110-120% of CoC average	0 Pts 121% or more of the CoC average	
10	**Cost Effectiveness For PSH-** Annual cost per slot compared to average annual cost per household in the CoC. Benchmark $26,110 per slot					
	10 Pts 89% of CoC average or below (10% or more below the cost)	8 Pts 90-99% of CoC average	6 Pts 100-109% of CoC average	4 Pts 110-120% of CoC average	0 Pts 121% or more of the CoC average	
5	**Bed Utilization: Threshold 85 %**					5
	5 Pts 97% or more	4 Pts 93-96%	3 Pts 89-92%:	2pts 85-88%	0Pts less than 85%	
5	**Participation in Coordinated Entry System:** For PSH and RRH projects - 100% of referrals come through CES					5
	Total Effectiveness Points					

Past Performance (10 pts maximum)

Available Pts	Description				Score
5	**HUD and DHHS Audit and Monitoring Reports:** No unresolved findings and no reported monitoring concerns. Zero non-compliance findings for two consecutive years				3
5	**HUD and DHHS Expenditures:** Consistent quarterly drawdowns and at least 95% of funds expended for both HUD and DHHS grants/contracts				5
	5pts - 95%	3pts - 90%	1pt - 85%	0pts - less than 85%	
	Total Past Performance Points				

3pt Redem 10-DHH

2 pts DHH

1

Organization Name:
Project Name:

Severity of Needs (15 pts maximum) ✳

Available Pts	Description: The extent to which the project reaches the hardest-to-serve populations, including but not limited to households with a history of victimization/abuse, criminal histories, chronic homelessness, low or no income, severe substance use or mental health challenges, or significant medical issues. The severity of need is determined by reviewing the acuity assessment of program participants.						Score
15	**For RRH - % of households served using the Acuity Scale**						
	Acuity Scale- Extreme Acuity (314 and above) High Acuity (50-313+) Mid Acuity (36-49) Low Acuity						
	15pts 56% with High acuities	13 pts 50-54% with at least Mid & High Acuity	11 pts 51-54% with at least Mid Acuity	9pts 36-49% with at least (Mid Acuity	6pts 30-35% with at least Mid Acuity	0 pts less than 30% with at least mid-acuity	
15	**For PSH-** % of households served using the Acuity Scale.						
	15pts 35-50+% with Extreme Acuity	13 pts 50+% with High Acuity	11 pts 35-49% with High Acuity or 60+% with Mid and High acuities)	9pts 50-59% with at least Mid Acuity	6pts 35-49% with at least Mid Acuity	0 pts less than 35% with at least Mid Acuity	11
	Total Severity of Needs Points:						

Contribution of CoC System Performance Measures (20 pts- ✳ maximum)

Available Pts	Description: The extent to which projects support or harm overall system performance. All projects are benchmarked against the CoC System Performance Measures.					Score
5	**For RRH - exit to Permanent Housing**					
	5 Pts- 97% and more	4 Pts 95-96%	3 Pts 88-94%	2 Pts 83-87%	0pts under 83%.	
5	**For PSH - retain or exit to Permanent Housing.**					
	5 Pts- 97% and more	4 Pts 95-96%	3 Pts 88-94%	2 Pts 83-87%	0pts Under 83%.	5
5	**Rate of Returns to Homelessness: No more than 15% after two years**					
	5pts 5% returns or below	4pts 6-8% returns	3 pts 9-12% returns	2 pts 13-15% returns	0pts More than 15%	5
5	**For RRH- At least 40% increased income via any sources**					
	5Pts 60% or more	4 Pts 51-59%	3Pts 46-50%	2Pts 40-45%	0Pts below 40%	
5	**For PSH - At least 30% increased or maintained income.**					
	5Pts 56% or more	4 Pts 46-55%	3Pts 41-45%	2Pts 30-40%	0 Pts Below 30%	5
5	**Rapid Exit to PH: % of households referred who obtain permanent housing within 30 days of acceptance to the program.** 5pts- 75-100% 4pts- 60-74% 3pts- 50-59 0pts- 49% & below					4
	Total System Performance Points					

Organization Name:
Project Name: Mc 10

Implementation of Housing First (20 points)

Available Pts	Description: The extent to which the program meets fidelity to the Housing First model as detailed in the Housing First Section of the Addendum.	Score
5	**Eliminating Barriers to Entry:** The program does not require preconditions for housing, such as sobriety, medication, or treatment compliance. All services are voluntary. The intake/interview process is minimal. The program does not restrict access based on ability to work, minimal income, available documentation, or anything beyond HUD minimum standards.	3
5	**Ability to Rapidly Connect to Permanent Housing and Commitment to Rehouse:** The program has a landlord recruitment and retention plan. Participants are offered choices in housing, including location and furnishings.	5
5	**Sustaining Housing:** The program is committed to rehousing households and severely limits terminations. Rehousing is not contingent on service participation, medical compliance, or mandated behavioral health treatment.	5
5	**Wraparound Services:** The program provides supportive services to the proposed population, including the type and scale, assistance to obtain mainstream benefits and employment, community integration, connection to additional support services such as home health care and behavioral health, low barrier access, and person-centered goal planning.	5
	Total Housing First Points	

Deny on DOC (handwritten note)

Meaningful Engagement of People with Lived Experience of Homelessness (5 pts)

Available Pts	Description: Through the People's Committee, an extension of the Interagency Commission on Homelessness, all renewal applications will be reviewed by a group of people with lived experience of homelessness.	Score
5	People's Committee Review: The committee will score projects based on the extent to which people with lived experience had meaningful participation in the program design and policy creation. If the Project implements measurable programmatic changes in response to feedback solicited from PWLEH. If the project will meet the community's needs and the extent to which the project includes a plan to ensure all staff receives training on best practices.	
	Total Points	

Organization Name:
Project Name:

Advancing Racial Equity (8 pts)

Available Pts	Description: Applicants must describe how the renewal project advances racial equity and reduces the disproportionality of BIPOC households in the homeless continuum.	Score
3	The program provides culturally, and linguistically competent services based on community needs.	3
2	The program has a diversity and inclusion plan that seeks to increase the racial diversity of agency leadership and frontline staff.	2
3 .	The project applicant identifies barriers to participation faced by those overrepresented in the local homeless population and has taken or will take steps to eliminate barriers.	3
	Total Equity Points	

Addressing the Needs of LGBTQ+ households (2 points)

Available Pts	Description: Applicants must describe how the project applicant addresses the needs of LGBTQ+ households and has anti-discrimination policies	Score
1	The project applicant has an anti-discrimination policy that specifically addresses the unique challenges faced by the LGBTQ+ population.	1
1	The project applicant provides trauma-informed/culturally competent services to LGBTQ+ households.	1
	Total LGBTQ+ Needs Points	

Special Considerations (Bonus Points)

Available Bonus Points	Description: Special Considerations are a method by which the MD CoC can encourage and incentivize projects to align with local funding needs, serve a specifically vulnerable community, or support the reinvestment of funds.	Score
5	Project leverage Cash funds from non-DHHS sources/source from private- exceed the required match of 25% receive full points. 5pts- 25% 4pts -20% 3pts 10%	3
5	Projects which voluntarily reallocate 15% or greater of their Annual Renewal Amount	
5	The project accepts individuals facing the most significant barriers to entry, including those related to immigration status, identification and vital documents requirements, and Medicaid eligibility.	
	Total Special Considerations Bonus Points	

Damek —

Please read each question and rank the project based on the information provided in the application with 10 being the highest and 1 being the lowest

	Project Name	McKinney 10	

	Question		Score (1-10)
1	How effective will this project be in meeting the needs of people currently served through the program and/or people currently experiencing homelessness/in need of housing wraparound services? How well does the project consider accommodations for serving those with special needs, (i.e.: those with a mental health, substance use disorder, developmental disability, physically disabled, mobility impaired, reentry citizens, immigrants, persons with language barriers, elderly citizens, etc.? *(See question 1 on CoC Addendum)* Does the program's termination policy provide opportunity for participants to be involved in the process (i.e. a formal appeals or grievance process and/or supported to advocate with their landlord on their behalf? *(See question 7 on CoC Addendum)*		7
2	Is there enough infrastructure for training and support for staff? *(See Section 1, Question 8 on CoC addendum)*		6
3	Are people with lived experience being included & considered in program design now and in the future? *(See Section 2 of CoC addendum)*		6
4	Does the service plan include access and support to vital resources? Are the services offered going to satisfy a need? *(See Section 1, Question 6 of CoC addendum)*		7
5	How complete is the renewal project or new project idea? Are there any lacking key considerations?		7

Total Score	34

Notification of Rejected-Reduced for MD 601 CoC Projects

Adhanom, Rozina

To: ○ Sinclair-Smith, Susie; ○ Cliff Mayo; ○ jschiller@mcch.net; ○ Janice wellington; ○ Belk, Ralph

Cc: ○ Notification of Funding Opportunities

Fri 10/4/2024 5:08 PM

📄 **MD-601 CoC Notification of Projects Rejected-Reduced NOFO_FY24.pdf**
164 KB

Good Afternoon,

Please review the attached notification letter, which details our CoC's decision regarding your new project application for the FY24 HUD NOFO local CoC competition.

Thank you,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Department of Health and Human Services
Services to End and Prevent Homelessness (SEPH)
401 Hungerford Drive, 5th Rockville, MD 20851
Website: www.montgomerycountymd.gov/Homelessness

October 4, 2024

Re: Notification of Rejected/Reduced Funding for MD 601 CoC Projects

I am writing to inform you that, during the FY24 HUD CoC local competition, our CoC took a comprehensive approach and, as a result, the following three bonus project applications were rejected:

Project Name	Project Ranking	Project Score	Funding Amount
NCCF PSH Application 2024	16	85	$595,364
NCCF RRH Expansion Application 2024	15	83	$1,411,845
Hope Housing Expansion	17	81	$1,186,727

The CoC's board, the Interagency Commission on Homelessness (ICH) convened on September 30, 2024, and voted to approve the Final Project Ranking for the FY2024 CoC NOFO priority listing.

If you have any questions or need further information regarding the CoC's decisions, please free to contact us at NOFO@montgomerycountymd.gov.

Thank you for your agency's continued efforts in supporting individuals experiencing homelessness.

Sincerely,

Rozina Adhanom
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov
Website: www.montgomerycountymd.gov/Homelessness

From: Adhanom, Rozina
To: Janice wellington; Belk, Ralph
Subject: MD 601 NOFO-Notification of Projects Accepted- NCCF
Date: Wednesday, October 9, 2024 7:02:00 PM

Greetings,

This is to notify you that the Partnership and Funding Committee met on September 23rd, 24th, and 27th,2024, to score and rank the CoC's HUD NOFO project applications. On September 30th, 2024, the CoC's board, the Interagency Commission on Homelessness (ICH), convened and voted to approve the Final Project Ranking for MD- 601 CoC NOFO priority listing for FY2024.

Below are the approved rankings for **The National Center for Children and Families (NCCF)**

Project Name	Project Ranking	Project Score	Funding Amount
NCCF RRH	10th	71	$616,560.00
NCCF-Survivors DV	13th	62	$688,530.00 in Tier 2

For a complete list of all project selections and priority listings, please visit our website at Montgomery County Continuum of Care.

If you have any questions, please contact us at NOFO@montgomerycountymd.gov.

Thank you for your dedication and commitment to addressing homelessness in our community.

Best Regards,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Good Afternoon,

This is to notify you that the Partnership and Funding Committee met on September 23rd, 24^{th,} and 27th,2024, to score and rank the CoC's HUD NOFO project applications. On September 30th, 2024, the CoC's board, the Interagency Commission on Homelessness (ICH), convened and voted to approve the Final Project Ranking for MD- 601 CoC NOFO priority listing for FY2024.

Below are the approved rankings for the Housing Opportunities Commission's project applications:

Project Name	Project Ranking	Project Score	Funding Amount
MCK 10	1st	89	$3,342,712.00
MCK 14	2nd	86	$872,979.00

For a complete list of all project selections and priority listings, please visit our website at Montgomery County Continuum of Care.

If you have any questions, please contact us at NOFO@montgomerycountymd.gov.
Thank you for your dedication and commitment to addressing homelessness in our community.

Best Regards,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Greetings,

This is to notify you that the Partnership and Funding Committee met on September 23rd, 24th, and 27th,2024, to score and rank the CoC's HUD NOFO project applications. On September 30th, 2024, the CoC's board, the Interagency Commission on Homelessness (ICH), convened and voted to approve the Final Project Ranking for MD- 601 CoC NOFO priority listing for FY2024.

Below are the approved rankings for the **Interfaith Works (IW)**

Project Name	Project Ranking	Project Score	Funding Amount
IW Homes	3rd	85	$397,018.00
Lon's House	5th	78	$353,683.00
IW RRH	14th	90	$1,205,201.00 in Tier 2

For a complete list of all project selections and priority listings, please visit our website at Montgomery County Continuum of Care.

If you have any questions, please contact us at NOFO@montgomerycountymd.gov.
Thank you for your dedication and commitment to addressing homelessness in our community.

Best Regards,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Greetings,

This is to notify you that the Partnership and Funding Committee met on September 23rd, 24th, and 27th,2024, to score and rank the CoC's HUD NOFO project applications. On September 30th, 2024, the CoC's board, the Interagency Commission on Homelessness (ICH), convened and voted to approve the Final Project Ranking for MD- 601 CoC NOFO priority listing for FY2024.

Below are the approved rankings for the **Pathways To Housing DC**

Project Name	Project Ranking	Project Score	Funding Amount
Project Home	11th	67	$1,139,225.00

For a complete list of all project selections and priority listings, please visit our website at Montgomery County Continuum of Care.

If you have any questions, please contact us at NOFO@montgomerycountymd.gov.

Thank you for your dedication and commitment to addressing homelessness in our community.

Best Regards,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

From: Adhanom, Rozina
To: Cliff Mayo; Sinclair-Smith, Susie; jschiller@mcch.net
Subject: MD 601 NOFO-Notification of Projects Accepted- MCCH
Date: Wednesday, October 9, 2024 6:48:00 PM

Greetings,

This is to notify you that the Partnership and Funding Committee met on September 23rd, 24th, and 27th,2024, to score and rank the CoC's HUD NOFO project applications. On September 30th, 2024, the CoC's board, the Interagency Commission on Homelessness (ICH), convened and voted to approve the Final Project Ranking for MD- 601 CoC NOFO priority listing for FY2024.

Below are the approved rankings for the **Montgomery County Coalition for the Homeless, Inc. {MCCH):**

Project Name	Project Ranking	Project Score	Funding Amount
Home First I	6th	76	$183,175.00
Home First II	7th	76	$361,493.00
Hope Housing	8th	75	$631,569.00
Cordell	9th	72	$$148,299.00
Seneca Heights	4th	79	$407,830.00
Keys First	12th	66	$900,269.00 Straddles Tier 1 and Tier 2

For a complete list of all project selections and priority listings, please visit our website at Montgomery County Continuum of Care.

If you have any questions, please contact us at NOFO@montgomerycountymd.gov.
Thank you for your dedication and commitment to addressing homelessness in our community.

Best Regards,
Rozina Adhanom, PMP
Program Manager II, Continuum of Care
Services to End and Prevent Homelessness (SEPH)
Interagency Commission on Homelessness (ICH)
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive, 7th Floor, Rockville, MD 20851
240-777-4735 Office 240-447-5565 Cell
Rozina.Adhanom@montgomerycountymd.gov

Website: www.montgomerycountymd.gov/Homelessness

Approved Final Project Ranking (MD-601 FY24 NOFO)

The CoC Partnership and Funding Committee met on September 23, 24, and 27, 2024, and made the following funding priority recommendations to the Interagency Commission on Homelessness (ICH) at its meeting on Monday, September 30, 2024. The ICH voted to approve these recommendations, and the CoC planning grant was also approved.

Rank	Applicant	Project	Application Type	Score	Project Status	Reallocated Funds	Project Type	Funding Request
1	HOUSING OPPORTUNITIES COMMISSION (HOC)	MCK 10	Renewal	89	Accepted	0.00	PSH	$3,342,712.00
2	HOUSING OPPORTUNITIES COMMISSION (HOC)	MCK 14	Renewal	86	Accepted	0.00	PSH	$872,979.00
3	InterfaithWorks	Homes	Renewal	85	Accepted	0.00	PSH	$397,018.00
4	Montgomery County Coalition for the Homeless, Inc (MCCH)	Seneca	Renewal	79	Accepted	0.00	PSH	$407,830.00
5	InterfaithWorks	Lon's House	Renewal	78	Accepted	0.00	PSH	$353,683.00
6	Montgomery County Coalition for the Homeless, Inc (MCCH)	Home First I	Renewal	76	Accepted	0.00	PSH	$183,175.00
7	Montgomery County Coalition for the Homeless, Inc (MCCH)	Home First II	Renewal	76	Accepted	0.00	PSH	$361,493.00
8	Montgomery County Coalition for the Homeless, Inc (MCCH)	Hope Housing	Renewal	75	Accepted	0.00	PSH	$631,569.00
9	Montgomery County Coalition for the Homeless, Inc (MCCH)	Cordell	Renewal	72	Accepted	0.00	PSH	$148,299.00
10	The National Center for Children and Families	NCCF RRH	Renewal	71	Accepted	0.00	RRH	$616,560.00
11	Pathways To Housing DC	Project Home	Renewal	67	Accepted	0.00	PSH	$1,139,225.00
12	Montgomery County Coalition for the Homeless, Inc (MCCH)	Keys First	Renewal	66	Accepted	0.00	PSH	$900,269.00*
13	The National Center for Children and Families (NCCF)	NCCF-Survivors DV	Renewal	62	Accepted	0.00	RRH	$688,530.00
14	InterfaithWorks (IW)	IW RRH	Bonus	90	Accepted	0.00	RRH	$1,205,201.00
Not Ranked	Montgomery County, MD. Department of Health and Human Services(DHHS)	CoC Planning	Planning	N/A	Accepted	N/A	CoC Planning	$502,167.00

Tier 2

* Straddles Tier 1 and Tier 2 with $315,804.00 in Tier 2

Montgomery County Departme ✕ +

montgomerycountymd.gov/homelessness/Continuumofcare.html

Interagency Commi...   Home - Office of H...   Adobe Acrobat   Talent   HMIS   Amazon Business   Useful links   HMIS Data Standar...   Paycom® - Client S...

A Stronger Montgomery

The date was accidentally cropped from the image so we attached the email that was distributed to the CoC to announce the NOFO.

Interagency Commission on Homelessness Continuum of Care 2024 Competition

The 2024 Continuum of Care (CoC) Competition is open!

Additional information can be found on the HUD website.

Important Dates

2024 COC ANNUAL PROGRAM COMPETITION	
Wednesday, August 14 | 2-4 p.m.	Continuum of Care Annual Competition Information Session PowerPoint Slide Deck.
Thursday, August 22 | 5 p.m.	Submit a letter of intent to apply for renewal or bonus projects or to voluntarily reallocate funds. Please email to NOFO@montgomerycountymd.gov
Thursday, August 29 | 5 p.m.	Submit Supporting documents including HUD monitoring reports, drawdowns, and program policies and procedures.
Wednesday, September 11 | 5 p.m.	Submit all applications, addendums, and budgets via email to NOFO@montgomerycountymd.gov tymd.gov
Friday, October 11 | 5 p.m.	Notification of Project Selection, Ranking and Rating will be provided to agency and posted to website no later than October 11, 2024.
Wednesday, October 30 | 8 p.m.	CoC Consolidated Application submission deadline.

From:	HousingForAll
Sent:	Thursday, August 1, 2024 2:23 PM
Subject:	INVITATION	HUD 2024 CoC NOFO Annual Competition Virtual Info Session

The HUD 2024 Continuum of Care Annual NOFO is open! In response, we will be holding an information session for those who are interested in submitting funding renewals or new funding requests. Please join us on Zoom from **2 to 4 pm on Wednesday, August 14, 2024**. The Information session PowerPoint slides and additional information will be posted to the Continuum of Care website at https://montgomerycountymd.gov/homelessness/Continuumofcare.html

Topic: Continuum of Care Annual Competition Information Session
Time: Aug 14, 2024 02:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/88945356334?pwd=gy5bBolSAnFDmNe6aURtMuasiDWvBk.1
Meeting ID: 889 4535 6334
Passcode: 917719
One tap mobile
+13017158592,,88945356334# US (Washington DC)

NOFO Application Deadlines:

2024 COC ANNUAL PROGRAM COMPETITION	
Wednesday, August 14, 2-4 p.m.	Continuum of Care Annual Competition Information Session
Thursday, August 22, 5 p.m.	Submit a letter of intent to apply for renewal or bonus projects or to voluntarily reallocate funds. Please email to NOFO@montgomerycountymd.gov
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Wednesday, October 30, 8:00 pm	CoC Consolidated Application submission deadline.

DIANA BERNHARDT PINA
Deputy Chief | Services to End and Prevent Homelessness
Montgomery County, Maryland | Department of Health and Human Services
401 Hungerford Drive | 5th Floor | Rockville, MD 20850
240.777.4594 (V) | 240.777.1494 (Fax) | Maryland Relay 711 (TTY Users)
Diana.Pina@montgmerycountymd.gov
www.montgomerycountymd.gov/Homelessness

For more helpful Cybersecurity Resources, visit: https://www.montgomerycountymd.gov/cybersecurity